

Australian Capital Territory

Building and Construction Training Levy (Training Plan) Approval 2004*

Notifiable Instrument NI2004-198

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 2005 set out
in the schedule.

Katy Gallagher
Minister for Education and Training
29 June 2004

*Name amended under Legislation Act, s 60

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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 and Training the TFB's 2005 Annual Training Plan. This is the fifth Training Plan produced by the TFB and builds on the achievements and successes of previous Training Plans.

The TFB acknowledges the contributions made by the various stakeholders including employers, government agencies, group training organisations, registered training organisations, trades groups, industry associations and unions in the development of this Training Plan. These participants along with many individual workers and businesses operating in the building and construction industry are vital to the continuing success of the industry and the TFB. The enthusiastic and forthright contributions made by these stakeholders to the TFB 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**

For your information, included in the Training Plan are course details, Registered Training Organisations and contact details for training programs that may be eligible and undertaken by workers

within the industry. With this information, eligible workers 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 especially like to record my thanks to the past and present members of the Board for their assistance and advice, and to the staff of the TFB for their commitment to the Fund and its stakeholders.

The Board 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
JUNE 2004**

– EXECUTIVE DIRECTOR'S REPORT –



The ACT Building and Construction Industry Training Fund Board's (TFB) *2005 Training Plan* has committed a record \$1,590,000, to support the skills development of existing construction workers and the training and employment of entry level (New Apprentices) in the ACT building and construction industry.

In 2005 funding for entry-level (New Apprentices) training will be provided to group training organisations and employers who employ and train approximately 380 New Apprentices in trades that are essential to the ACT building and construction industry. The TFB will also provide additional incentives for those employers who employ and train New Apprentices in trades that have been identified as having a shortage of skilled tradespersons. Employer's benefit from this financial support with the incentives significantly reducing the cost of employing and training a New Apprentices in their first year. The TFB will also provide funding to five ACT colleges who provide Vocational Education and Training (VET) in Schools in Certificate I in Construction training programs, it is envisaged that some 80 students will undertake this training in 2005.

To ensure that the existing workforce is aware of the latest needs and technologies used in the building and construction industry, the TFB will provide funding assistance for approximately 3000 construction workers who are currently employed in the ACT building and construction industry. This assistance will fund the training needed by construction workers to maintain and enhance their skills and knowledge of the ever-changing industry.

The *2005 Training Plan* 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 *2005 Training Plan* has been developed to build on the achievements of past Training Plans, whilst accommodating the broad range of skills development needed by the ACT building and construction industry. The *2005 Training Plan* also retains flexibility to ensure the TFB can respond immediately to any unforeseen training needs, and skill shortages within the industry.

The TFB's *2005 Training Plan* continues the TFB's vital role of supporting the expansion of a highly qualified skills base for the ACT building and construction industry. Finally, the development of such a comprehensive *2005 Training Plan* could not be achieved without the assistance, support and willing contributions provided by 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 *2005 Training Plan*.

Gary Guy
Executive Director

– GLOSSARY OF TERMS –

ACRONYM	DESCRIPTION
ACT	Australian Capital Territory
ACTPLA	ACT Planning and Land Authority
ANU	Australian National University
AQTF	Australian Qualifications Training Framework
BEPCON	Building, Electrical and Plumbing Control
CFMEU	Construction Forestry Mining and Energy Union
CIT	Canberra Institute of Technology
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
NECA	National Electrical Contractors Association
NESB	Non English speaking background
OH&S	Occupational Health and Safety
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

– INTRODUCTION –

The development of the 2005 Training Plan involved widespread research and consultation with industry participants, government contributors and the community.

The 2005 Training Plan will reflect the priorities identified during the rounds of research and consultation. It also provides details and updates of training programs funded by the Board during 2004.

CONSULTATION:

The research and consultation process was undertaken by the ACT Regional Building and Construction Industry Training Council (CITC). This consultation included information and data provided to the CITC over the full 12-month period together with mail-outs, email, telephone and face-to-face interviews culminating in an industry breakfast seminar.

The consultation process sought information and input for the 2005 Plan. Topics covered included:

- Knowledge and role of the TFB
- Training outcomes – entry level
- Training outcomes – existing workers
- Skill shortages
- Major training issues

The consultation process included discussions with:

- Industry Associations
 - MBA
 - HIA
 - Property Council of Australia (ACT)
- CFMEU
- NECA
- Utilities and Light Manufacturing Industry Training Board
- Information Industries ITAB
- Registered Training Organisations
 - CIT
 - CITEA
 - MBA
 - HIA

- Group Training Organisations
 - CITEA
 - MBA
 - HIA
 - Electro Group Training
 - RGT
- Statutory and Regulatory Authorities
 - ACT PLA
 - BEPCON
 - WorkCover
 - ACT Housing
 - ANU
 - ActewAGL
- Individual organisations within
 - Commercial Sector
 - Housing Sector
 - Civil 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 2005 Training Plan becomes a valuable resource for you and we strongly recommend 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 matters:

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

Detailed sections have been included to cover all of the above matters. 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 makes training incentives available 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.

- OVERVIEW -

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

The work of the TFB is funded by a levy of 0.2% on owners of work (project owner) as defined in the Act.

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.

TRAINING:

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

- Apprentices are eligible for business skills training
- Unemployed workers are eligible for training to assist their return to the industry
- Injured workers returning to the workforce are eligible for re-training suitable to their ability
- Existing workers in the industry are eligible for training in new fields and management techniques.

TRAINING PLAN

This Training Plan applies to the calendar year 2005.

APPLICATIONS

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

APPLICANTS RESPONSIBILITY

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

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. Funding will be provided for skills training identified in 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. There is an identified training outcome for each participant.
6. Participants may be required to contribute at least 20% of the course costs.
7. Participants must be in eligible employment (page 21).
8. The TFB does **NOT** guarantee any particular application.

REGISTERED TRAINING ORGANISATIONS AND ACCREDITED COURSES

Registered Training Organisations 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 nationally 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.

- ENTRY LEVEL TRAINING -

Entry Level Training arrangements supported under this program are those for which an ACT 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 an ACT contract 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 training methods into the industry.</p> <p>Provide information to school and college students in relation to employment pathways into the industry.</p> <p>Establish an information and promotion program targeted to potential new entrants.</p>	<p>Increase the number of new entrants under an ACT contract of training in accordance with sector targets.</p> <p>The introduction of alternative pathways into the industry.</p> <p>Support Certificate I Construction VET programs in schools and colleges.</p> <p>To produce and distribute promotional materials and career information.</p>

CONSULTATION PROCESS

The consultation process involved mail-outs, email, telephone and face to face interviews with Registered Training Organisations, Group Training Organisations, Employer Groups and Associations, Employee Groups and Representatives, Statutory and Regulatory Authorities, Government Departments and individuals and organisations within the Commercial, Housing and Civil Sectors.

Industry surveys and feedback confirm that individuals are maintaining their interest in seeking traditional apprenticeships as their first choice. Feedback also indicated that this is being reflected in their overall positive attitude and dedication to work.

Structured Certificate I & II training programs targeting 'At Risk' High School students and School-Based New Apprenticeships (SNAPS) are having a positive effect on the recruitment and quality of New Apprentices entering the industry.

It was proposed that financial incentives should be made available to assist older workers to be trained in the training and mentoring of new entrants to the industry.

CONSULTATION PROCESS *(Continued)*

A targeted program to address these issues was recommended for all sectors of the industry including:

- Builders labourers
- New Apprentices
- Civil operators
- Para professional
- Professional

IMPLEMENTATION

The TFB will provide funding to organisations, employers and RTO's, who provide New Apprentices, and other persons with additional knowledge and skills through additional training programs.

The TFB will provide financial incentives to Group Training Organisations who employ New Apprentices.

The TFB will provide financial incentives to Schools and Colleges in the ACT who provide construction training.

– ENTRY LEVEL TRAINING – *(Continued)*



Promotional Programs:

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

The TFB will produce and distribute promotional material to schools, colleges, career advisors at careers markets and through 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.

TFB Chairman James Service presents a Meritorious Award to Hugh Brocklebank – Apprentice Carpenter at the inaugural 2003 Construction Industry Training Council awards lunch.



Award winning Apprentices at the inaugural 2003 Construction Industry Training Council awards lunch - sponsored by the TFB –

- EXISTING WORKER TRAINING & PROFESSIONAL DEVELOPMENT -

The following information sets out some of the strategic initiatives to assist individuals and enterprises in undertaking short training courses and programs. Details of approved training courses funded by the TFB during 2003/2004 are outlined on page 12.

- OBJECTIVES -	- STRATEGIES -	- OUTCOMES -
<p>To improve training opportunities for existing eligible workers.</p> <p>Increase the awareness and access to TFB funded programs.</p> <p>Promote training and skill</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 Registered Training Organisations for the industry.</p>	<p>Audit training course outcomes so that they meet the criteria established by the TFB.</p> <p>Increase numbers of existing workers undertaking training in the industry.</p> <p>Increase the profile of the TFB's</p>

enhancement as a means of improving business and individual performance.	<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 provided by the TFB.</p>	activities.
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CONSULTATION PROCESS

The consultation process involved mail-outs, email, telephone and face to face interviews with Registered Training Organisations, Group Training Organisations, Employer Groups and Associations, Employee Groups and Representatives, Statutory and Regulatory Authorities, Government Departments and individuals and organisations within the Commercial, Housing and Civil Sectors.

Feedback highlighted the need for training programs focused on client/customer service issues such as reliability, personal presentation and communication.

A number of new initiatives were recommended by all sectors and included:

- Encourage mature workers to mentor/coach new entrants
- The provision of incentives for courses on;
 - Green buildings (Commercial)
 - Heritage/Indigenous planning issues
 - Continuous Professional Development (CPD) Programs to meet proposed legislative changes in the ACT
 - Code of Practice Course on Technical Standards & Tolerances

- New 'Best Practice' Professional Development Program for Certifiers, Developers, Plumbing & Electrical Contractors in design

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/Wall and Floor installation
- Thermal Wall Systems
- Timber developments
- Variety of new cladding installations
- Data cabling
- Photonics/Fibre Optics/Wireless Technology/Digital
- Smart housing installation
- Material reuse
- Legislation changes are anticipated to include
 - Utilities
 - Security (commercial & domestic)
 - ACT PLA
 - Environmental
 - OH&S

It was suggested by most people interviewed that Professional Development be added to the title for this section.

– EXISTING WORKER TRAINING & PROFESSIONAL DEVELOPMENT –

CONSULTATION PROCESS *(Continued)*

RTO's highlighted that new and revised Training Packages and Qualifications will be introduced throughout 2005 for General and Civil Construction and the Plumbing and Services Sectors. The introduction of these packages will see existing programs modified to meet the outcomes stated in these packages.

Responses to training needs varied from sector to sector and organisation to organisation. However, all parties continued to express

IMPLEMENTATION *(Continued)*

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 demands of the industry to ensure that training responses are flexible and appropriate and that funds are applied effectively.

concern over training for persons undergoing the transition from tradesperson to supervisory and/or management positions. Skills needed by these persons include:

- Computer software training in Excel and Word
- Report writing
- Project administration/management
- General supervision/management
- Human Resources

A number of significant changes are highlighted for implementation on some major projects towards the end of 2005. These changes will see innovative ideas and new technologies for water re-use, heritage restoration and other initiatives being introduced. This will require rethinking of some training delivery strategies and techniques.

IMPLEMENTATION

Provision of Training:

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.

Registered Training Organisations' funded programs:

The TFB will fund training provided by RTO's 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 funding in accordance with TFB policy and guidelines. Audits will seek to verify that training delivered is in accordance with the provisions of the funding.

Training Rebates:

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

Rebates would normally be paid to the RTO's upon the participant's completion of the training program.

Communication:

The TFB will communicate in writing, the Board's decision regarding a funding application.

Promotional Program:

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

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

**– EXISTING WORKER TRAINING & PROFESSIONAL DEVELOPMENT –
APPROVED TRAINING COURSES CONDUCTED IN 2003/2004**

- **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
 - Civil Construction Cert I
 - Civil Construction Cert II
- **General Construction Sector**
 - Wet Area Water Proofing
 - Confined Space Training
 - Confined Space (Refresher)
 - Concreting
 - Steel fixing
 - 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 General Induction for Construction Work in NSW
 - Senior First Aid Level 2
 - Senior First Aid Refresher
 - Chemical and Biological Agents
 - Pole Top Rescue
 - Fire Protection Training
- **Plumbing Sector**
 - 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
 - Water Wise training course
- **Electrotechnology Sector**
 - Electrical Power Tool Testing & Tagging
 - 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

– EXISTING WORKER TRAINING & PROFESSIONAL DEVELOPMENT –



Ken Coleman of Wormald Fire Services successfully completed a Workplace Training Program for Portable Fire Equipment. The TFB provided financial assistance for five service technicians to undertake the training. This was the first program of its type for the ACT.



Construction workers – Australian National University.

- PROMOTION AND MARKETING -

- OBJECTIVES -	- STRATEGIES -	- OUTCOMES -
<p>Increase the awareness and use of TFB's funded 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 meaningful 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 numbers in industry accessing training through the TFB.</p> <p>Increase the number of workers staying in the industry.</p>

CONSULTATION PROCESS

The majority of stakeholders consulted indicated that they have a reasonable to good knowledge of the TFB's compliance role. However, some respondents indicated that they lacked an appreciation of the TFB's operational role.

A number of stakeholders indicated that all of industry would benefit from the TFB developing a communication strategy for key RTO's in regards to potential new training programs and/or their development to ensure duplication did not occur. It was suggested that the TFB may be aware, through the issuing of grant(s), of potential progress of new training programs and resources.

It was acknowledged that this strategy would recognise privacy and copyright requirements

- Trade and industry association displays
- Functions
- Website

WEBSITE:

A comprehensive range of information is available on the Website including Funding Application Forms. The Website 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.

IMPLEMENTATION

The TFB will implement a promotional plan covering elements such as:

- Newsletters
- Direct mailing
- Posters
- News releases

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. The TFB will support organisations within these sectors that develop marketing strategies to increase awareness and achievements of the industry and promote 'best practice'.

– PROMOTION AND MARKETING – (Continued)



Worldskills 2003 open day at CIT Bruce Campus - sponsored by the TFB.



Walkway at Floriade 2003 constructed by Apprentices from CITEA and sponsored by the TFB.

- 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 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>

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 2005 suggest that new knowledge and skill levels will be required to address the impact of all these changes.

Industry stakeholders proposed a number of research activities including the need to research client's needs and expectations on:

- Customer service
- Mature age workers
- Literacy & numeracy

and evaluate a number of key existing programs to determine their effectiveness.

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.



Stakeholders at the TFB Industry breakfast workshop for the TFB 2005 Training Plan

- 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>Include access and equity requirements in funding arrangements for RTO's.</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>Increased participation of individuals and organisations in language, literacy and numeracy programs.</p> <p>Increase participation in training by individuals in identified groups.</p>

People with a disability

Youth at risk with an emphasis on 15 to 18 year olds

Fund re-training programs for injured workers.

CONSULTATION PROCESS

The majority of people consulted suggested that the lack of literacy and numeracy skills remained as one of the major challenges for the industry. It was proposed that ongoing industry support needed to be maintained to help overcome this problem.

General consensus reached during discussions with all persons was that the Training Plan captures all Access and Equity issues.

IMPLEMENTATION

Funds:

TFB funding will require an RTO to 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.

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 a disability

Additional Funds:

Funding may be available from ACT Training and Adult Education to assist ACT new apprentices in literacy and numeracy.

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

Integration:

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



Billy Jack Connolly, Apprentice Bricklayer, receives his Outstanding Indigenous Apprentice Award from Glenn Parry, Secretary of the Building Trades Group – Industry Awards sponsored by the TFB.



'Breaking Down The Barriers' - Tarni Thorpe, Apprentice Bricklayer at HMAS Harman.

- COMPLIANCE ACTIVITY -

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

- OVERVIEW -

Owners of building and construction work (as defined in the Schedule to the Act) are required to pay a Levy of 0.2%. The Levy is assessed on the value of the 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 the ACT Planning and Land Authority (ACTPLA). 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, landscaping, telecommunications and utilities) is arranged between the TFB and the Project Owner. This is usually done through a written agreement that allows the Project Owner to self-assess the Levy liability and to make a single Levy payment, annually, in arrears.

The TFB researches and monitors work activity to determine if a Levy liability exists and then negotiates with the Project Owner to achieve compliance. The TFB has a statutory obligation to ensure that the requirements of the Act are observed, and staff of the TFB are appointed as Inspectors under the Act, with appropriate powers to secure compliance with the Act.

Collection of the Levy (*Continued*)

The TFB holds self-assessment agreements with ACT Government Departments, Agencies and Statutory Bodies such as ACT Housing and the Land Development Agency. The TFB also holds agreements with Private Sector Estate Developers, ActewAGL, Telstra, the Australian National University, Private Hospitals, Retail Shopping Centres and Clubs (including Golf, Bowling, Sports and Racing Clubs).

Since 2003, the TFB has had in place a standard written agreement which authorises major Kitchen Installers (Joinery Shops) to act as an Agent for the TFB 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 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.

- INDUSTRY LIAISON ACTIVITY -

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

- OVERVIEW -

To promote and market the TFB's programs and funding arrangements to the following stakeholders:

- employers
- group training organisations
- government agencies
- unions
- employer bodies
- schools and colleges
- statutory bodies
- registered training organisations and
- employees

In consultation with key stakeholders and associations implement the TFB policies in relation to funding arrangements to general employers, group training organisations and schools and colleges.

The TFB will liaise with stakeholders on a range of matters, which affect such issues as:

- apprenticeship training
- entry level training
- group training
- school-to-work transition

Collect and analyse statistical information obtained from the ACT Training and Adult Education branch, relevant associations and the Australian Bureau of Statistics.

This information will form the basis for prioritising funding arrangements particularly in relation to skill shortages.

Funding arrangements will also be allocated to assist employers who employ new apprentices who are:

- indigenous
- in a non-traditional vocation
- have a disability

To advise stakeholders of changes in policy direction relating to funding arrangements and relevant issues to the building and construction industry, the TFB will provide stakeholders with a range of communication options including:

- direct mail
- newsletter
- website
- functions
- meetings with industry associations

Existing Worker training

Eligible workers and those seeking to re-enter the workforce seeking funding under the TFB's existing worker programs will be provided with advice on what training options and user choice options are available from RTO's.

Skill shortages

The TFB, in consultation with stakeholders, will continue to develop strategies to provide training incentives to employers who employ new apprentices in trades that have been identified by the TFB as having a shortage of qualified tradespeople.

The TFB will also visit those employers who are considering or eligible to receive funding under the TFB's skill shortage program.

Partnership arrangements

The TFB will seek partnership arrangements with private and public organisations to promote an awareness of the TFB, support and promote school-to-work transition programs, skill shortages and new apprenticeships.

- GOVERNANCE, FINANCE AND ADMINISTRATION -

- OBJECTIVES -	- STRATEGIES -	- OUTCOMES -
<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 maximising 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 is being 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 22 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.
A new apprentice directly employed or by a Group Training Organisation under an ACT contract of training	Conditional	The new apprentice may apply for funding but approval will depend on the nature of the training.
A maintenance carpenter working for non-building company in the ACT	YES	The company is not in the ACT Building and Construction Industry, but the occupation is work covered by the schedule to the Act.
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 included in the occupations listed in the schedule of the Act.

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.
A New Apprentice under a NSW contract of training who sometimes works in the ACT	NO	The New Apprentice is not under an ACT contract of training
A NSW worker who substantially works in the ACT	Conditional	The worker must perform work covered in the Schedule of the Act and satisfy the 80% rule

– BUILDING & CONSTRUCTION WORK LIABLE FOR THE LEVY –
(for the purpose of the Act)

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:

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

– COURSES FUNDED in 2003/2004 and CONTACT REFERENCE DETAILS –

Course	Provider	Contact Number
ACT House Energy Rating Scheme	HIA	6249 6366
Backflow Prevention Device Servicing Thermostatic Mixing Valve Servicing Gas Appliance Servicing	CIT Solutions	6207 4441
Building Codes Update	HIA MBA-GT	6249 6366 6247 2099
Computer Software Training	Electro Skills Centre HIA Capital Careers MBA-GT	9736 1777 6249 6366 6253 0682 6247 2099
Confined Space Training	Actew/AGL MBA-GT CITEA HIA	6270 7566 6247 2099 6257 8344 6249 6366
Confined Space Training (Refresher)	Actew/AGL MBA-GT CITEA HIA	6270 7566 6247 2099 6257 8344 6249 6366
Contract Administration	HIA MBA-GT	6249 6366 6247 2099
ACT Builders Licence - Certificate IV Modules	MBA-GT HIA	6247 2099 6249 6366
Drug and Alcohol Awareness	CITEA	6257 8344
Electrical Power Tool Testing & Tagging	Electro Skills Centre CIT Solutions HIA	9736 1777 6207 4441 6249 6366
Estimating Software Programs	Electro Skills Centre HIA MBA-GT	9736 1777 6249 6366 6247 2099
Explosive Power Tools	CITEA MBA-GT	6257 8344 6247 2099
Induction to OH&S (Blue Card)	CITEA	6257 8344
Induction to OH&S (Green Card)	CITEA MBA-GT HIA Electro Skills Centre	6257 8344 6247 2099 6249 6366 9736 1777
OH&S for Electrical Workers	CIT Solutions	6207 4441
OH&S for Supervisors, Managers & Workers (Private & Public)	Work Watch Parasol EMT CITEA	6249 1099 6280 9880 6257 8344
OHS&R and Environment Pre-qualification	MBA-GT	6247 2099
Computerised Accounting (MYOB, Quicken, Quickbooks etc)	HIA MBA-GT	6249 6366 6247 2099
Restricted Electrical Licence for Plumbers	Electro Skills Centre CIT Solutions	9736 1777 6207 4441

- COURSES FUNDED in 2003/2004 and CONTACT REFERENCE DETAILS (continued)

Course	Provider	Contact Number
Senior First Aid Level 2	St Johns Ambulance MBA-GT Parasol EMT CITEA HIA	6282 2399 6247 2099 6280 9880 6257 8344 6249 6366
Senior First Aid Level 2 (Refresher)	St Johns Ambulance MBA-GT Parasol EMT HIA CITEA	6282 2399 6247 2099 6280 9880 6249 6366 6257 8344
Timber Framing Code	MBA-GT HIA	6247 2099 6249 6366
Trench and Ground Support	MBA-GT	6247 2099
Value for Money Tendering	MBA-GT	6247 2099
Wet Area Waterproofing	MBA-GT CITEA HIA Master Plumbers' Assoc.	6247 2099 6257 8344 6249 6366 6241 7127