

Australian Capital Territory

Building and Construction Industry Training Levy (Training Plan) Approval 2005*

Notifiable Instrument NI2005- 230

Made under the

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

1 Name of instrument

This instrument is the *Building and Construction Industry Training Levy (Training Plan) Approval 2005 (No 1)*.

2 Commencement

This instrument commences on the day after notification.

3 Approval

I approve the Building and Construction Industry Training Plan 2006 set out in the schedule.

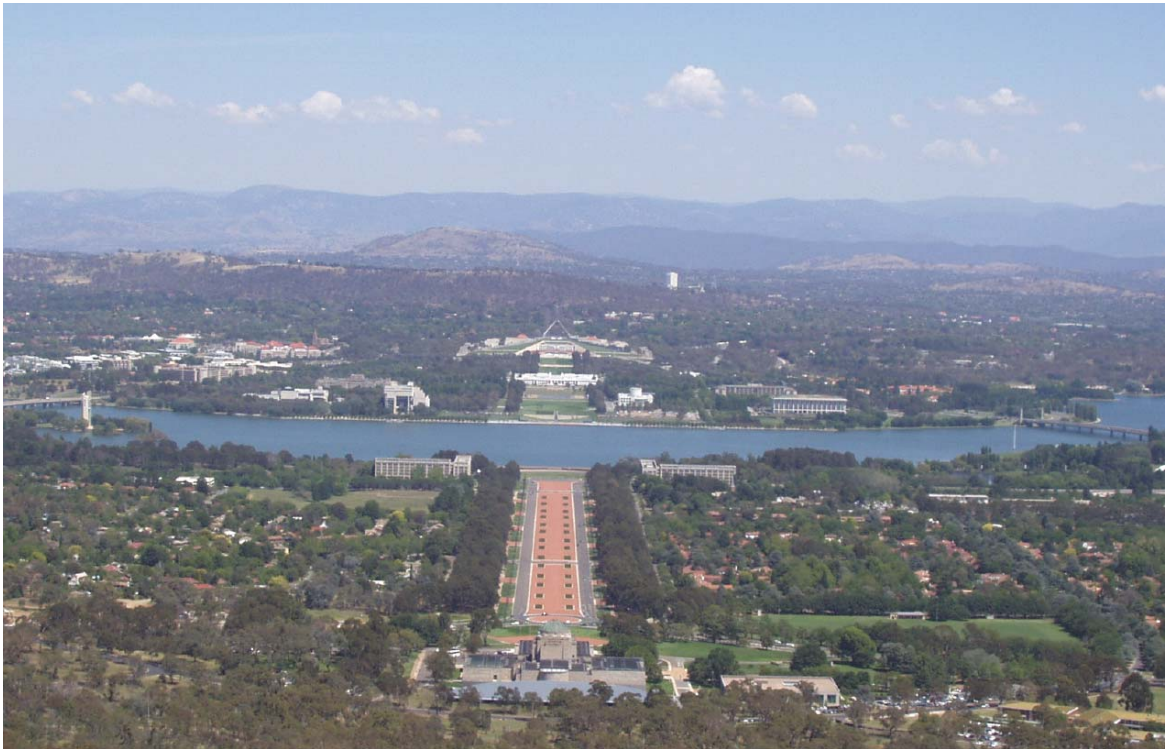
Katy Gallagher
Minister for Education and Training

29 June 2005

*Name amended under Legislation Act, s 60

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

ACT Building & Construction Industry Training Fund Board



2006 Training Plan

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ACT Building & Construction Industry Training Fund Board



BOARD MEMBERS

Mr. John Hailey Ms. Sarah Schoonwater Mr. Brian O'Reilly Mr. James Service Ms. Alison Just

The ACT Building & Construction Industry Training Fund Board (TFB) was established in 1999 to administer and make payments for industry training, in accordance with the annual training plan.

The TFB is an ACT Government agency, with a Board of two employer representatives, two employee representatives and an independent Chairman. The Minister for Education and Training appoints the Board for a term of up to 3 years, and members may be re-appointed. The responsibilities, governance and powers of the TFB are set out in the *Building and Construction Industry Training Levy Act 1999*.

The Board comprises:

- Chairman
Mr. James Service
- Employer Representatives
Ms. Alison Just
Mr. John Hailey
- Employee Representatives
Ms. Sarah Schoonwater
Mr. Brian O'Reilly

TFB Staff:

Mr. Gary Guy	Executive Director
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Mr. Colin McJannett	Compliance Manager
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Mr. Ray Stowers	TFB Industry Liaison Officer
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The ACT Building and Construction Industry Training Fund Board (TFB) is pleased to submit the 2006 Training Plan to the Minister, for approval in accordance with Section 25 of the *Building and Construction Industry Training Levy Act 1999*.

This is the sixth Training Plan produced by the TFB and it will provide a policy framework whereby entry-level and existing workers can access funding for training in a wide range of occupations. It will also provide funding for other training, promotional and research related activities within our industry.

The TFB greatly appreciates the advice and contributions made by many industry stakeholders, including employers, employees, group training organisations, industry training advisory bodies, trades groups, registered training organisations, government agencies, industry bodies and unions, in the development of the 2006 Training Plan.

The TFB has identified that the following key areas and activities will be funded in 2006:

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

Included in the 2006 Training Plan are details of courses funded in 2004 and 2005, Registered Training Organisations and contact details for training programs that may be undertaken by eligible workers within the industry. If the training program that you wish to undertake is not listed in the Training Plan, please contact the TFB for further information.

Additional information is available on the TFB's website at www.trainingfund.com.au where application forms, our annual report and the Training Plan can be downloaded.

I would like to record my thanks to 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 2005



In the calendar year 2004, the ACT Building and Construction Industry Training Fund Board (TFB) provided a record \$1.69 million for training and other activities in its five key areas of Entry Level Training, Existing Worker Training (Up-skilling and Cross-skilling), Promotion and Marketing, Research and Development, and Access and Equity.

At the time of finalising the 2006 Training Plan (June 2005) the TFB expected to fund \$1.59 million for training during the 2005 calendar year.

In 2006, the TFB expects to fund \$1.6 million to our five key areas for training to support skills development of existing and entry level (New Apprentices) in the ACT building and construction industry.

As in past years, the TFB will provide incentive payments to employers of New Apprentices, who are engaged under an ACT Contract of Training, in those trades that have been identified as having a skills shortage. These incentives have proven quite successful over the past 3 years. In the trades of bricklaying, the New Apprentice intake has increased by 300%; in tiling, the intake increased by 225% and in plastering the intake increased by 175%. In 2005, incentive payments were provided in the trades of bricklaying, refrigeration and air-conditioning.

In 2006 funding will continue to be provided to employers and group training organisations who will employ and train the estimated 400 New Apprentices who are expected to enter the industry in 2006.

The TFB will continue funding to ACT Colleges who provide Vocational Education and Training (VET) in Certificate I in Construction training programs. It is expected that 100 students will undertake this training in 2006.

In 2004, of the estimated 8,000 ACT building and construction, landscaping and electrotechnology workers, 5,130 (64%) attended accredited training funded by the TFB; and in 2005, it is expected that a similar number of workers will attend TFB funded training courses. In 2006, the TFB anticipates that about 4,500 (56%) eligible workers will be trained through such courses.

In March 2005, the TFB commissioned Dr. Ian Willis to research and report to the TFB on the Attrition Rate of Apprentices in the Building and Construction and Electrotechnology Industries. An Executive Summary of the report and its recommendations was posted on the TFB website in October 2005.

In 2006, the TFB will continue its involvement with the Australian Forum of Construction Industry Training Funds (AFCITF). The individual state and territory funds are the largest sources of non-government funding for training in the building and construction industry. The Forum encourages and supports industry training through funding, shared research and networking with industry stakeholders and training providers.

The 2006 Training Plan builds upon the success of past Training Plans, and will continue to provide access to funding for training of eligible workers, to support a highly qualified skills base for the industry in the ACT. The 2006 Training Plan also retains flexibility to ensure that the TFB can quickly respond to any unforeseen training needs and skill shortages within the industry.

The development of the 2006 Training Plan could not have been achieved without the contributions made by numerous industry stakeholders, and their support and assistance is very much appreciated.

Gary Guy

Executive Director

ADMINISTRATION OF THE FUND

MISSION STATEMENT

To improve the culture, level and access to training and to support the entry of new people into the Building and Construction Industry.

The ACT Building and Construction Industry Training Fund Board (TFB) makes training funds available, for the training of eligible workers (see page 16) and for the development of skills identified as being in short supply within the industry in the ACT.

OVERVIEW

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

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

TRAINING

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

- * Apprentices under an ACT contract of training are eligible for business skills training.
- * Unemployed workers are eligible for training to assist their return to the industry, provided they demonstrate employment within the industry during the two years prior to applying for funding for training.
- * Injured workers returning to the industry are eligible for training matched to their ability.
- * Existing industry workers are eligible for training in new fields and management techniques.

TRAINING PLAN

This Training Plan applies to the calendar year 2006.

APPLICATIONS

Employees, employers, industry bodies and associations and Registered Training Organisations may lodge an Application Form seeking funding. Application forms can be downloaded from the TFB's website www.trainingfund.com.au

APPLICANTS RESPONSIBILITY

The applicant must demonstrate to the satisfaction of the TFB that any individual covered by a request or funding of training, is an eligible worker (see page 16).

HOW ARE TRAINING FUNDS ALLOCATED?

Subject to funds being available, the TFB will assess all applications against the following criteria:

1. **NO** retrospective applications will be considered.
2. Funding will be provided for skills training and activities identified in the Training Plan. Training and activities not covered by the Plan may be funded on their merits.
3. Training **must** be provided by a Registered Training Organisation (RTO).
4. The training course must be accredited under the Australian Quality Training Framework (AQTF), or is a course of training approved by the TFB.
5. There must be an identified training outcome for each participant.
6. Participants, other than unemployed workers, will be required to contribute to the cost of the training course.
7. Participants must be in eligible employment (see Eligible Person Criteria at page 16).
8. Product specific training courses will not be funded. Training courses must be generic.
9. The TFB will monitor the cost of training courses and may set a maximum amount to be funded per participant.
10. The TFB will evaluate the delivery of training courses and may audit the outcome of funded courses.
11. The TFB may withhold payment for training where an individual fails to successfully complete all components of the approved training course.

REGISTERED TRAINING ORGANISATIONS AND ACCREDITED COURSES

Registered Training Organisations (RTO's) are registered by State and Territory Accreditation Agencies, usually within the relevant Department of Education. This registration recognises that the RTO has the ability to deliver, assess and issue qualifications that are recognised under the national quality system.

The benefit of using RTO's and accredited courses is that competencies gained can combine to form nationally recognised qualifications. Accredited courses are assessed under the Australian Quality Training Framework (AQTF) as satisfying industry needs and having appropriate outcomes, competencies standards, structure, delivery, articulation, credit transfer and monitoring and evaluation.

DEVELOPMENT OF THE 2006 TRAINING PLAN

The 2006 Training Plan was developed through research and consultation with a wide range of industry stakeholders, and reflects the priorities identified during this process.

The 2006 Training Plan identifies the following five key areas and activities that will be funded in 2006:

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

The consultation and research process to develop the 2006 Training Plan was done at three levels:

1. The ACT Regional Building and Construction Industry Training Council (CITC) provided data collected in the six-month period prior to December 2004, and then provided a quarterly update for March 2005. In future, CITC will provide a quarterly report to the TFB on training issues and these will form a database to assist in the development of future Training Plans. CITC also undertook mail-outs, email, telephone and face-to-face interviews.
2. The ACT Utilities and Light Manufacturing Industry Training Board (ULMITB) provided data from the electrotechnology and electrical supply sectors.
3. The ACT Building and Construction Industry Training Fund Board (TFB) undertook surveys and interviews with planning and regulatory bodies, government departments and agencies, major estate developers, shopping centres, clubs, hospitals, schools and universities.

The CITC consulted the following organisations:

- | | |
|--|--|
| • Master Builder's Association of the ACT | • National Electrical Contractors Association |
| • Housing Industry Association - ACT and Southern Region | • Master Plumber's, Drainer's & Gasfitters Association |
| • Property Council of Australia (ACT) | • ACT & Region Chamber of Commerce & Industry |
| • Construction Forestry Mining & Energy Union – ACT | • Canberra Business Council |

Registered Training Organisations and Group Training Organisations consulted included:

- | | |
|---|---------------------------|
| • Canberra Institute of Technology | • HIA Group Training |
| • Construction Industry Training and Employment Association | • Electro Group Training |
| • MBA Group Training | • Electro Skills Centre |
| | • Regional Group Training |

Regulatory Bodies consulted by CITC and the TFB included:

- | | |
|-----------------------------------|-----------------|
| • ACT Planning and Land Authority | • ACT WorkCover |
| • ACT Land Development Agency | • ActewAGL |
| • National Capital Authority | |

Individual organisations within the Commercial, Housing and Civil sectors were also consulted.

Responses received during the consultation process by CITC and the TFB, and data provided by ULMITB, were summarised and these are included in the five key sectors and activities that will be funded during 2006.

ENTRY LEVEL TRAINING

Entry Level Training arrangements funded under this program only applies to persons who hold an ACT Contract of Training in an occupation or an activity considered relevant to the building and construction industry, or are persons employed as entry level workers in general construction. See Schedule of Work on page 17 for types of work and activities associated with the industry.

- OBJECTIVES -	- STRATEGIES -	- OUTCOMES -
To increase the number of people entering the industry under an ACT contract of training, especially in trades or occupations where a skills shortage exists.	Provide financial incentives to group training organisations and individual employers to employ and train persons in areas of skills shortages.	Increase the number of new entrants to the industry under an ACT contract of training, especially in trades where a skills shortage exists.
To increase the number of persons entering the industry as general construction workers to ensure an adequate pool of skilled workers.	Where appropriate, provide financial incentives to individual employers, targeted at addressing skills shortages in specific occupations.	Maintain an adequate pool of skilled workers in general construction.
To increase the retention rate of New Apprentices.	Research industry trends and provide advice to industry sectors and government, for the retention of New Apprentices. Continue to inform and promote the career opportunities within the industry.	Improve the retention rate of New Apprentices.
Act on the recommendations of the Willis Report on the attrition rate of New Apprentices in the Building & Construction & Electrotechnology Industries.	Publish and distribute the Report to industry sectors, government, schools and colleges, and group training organisations. Provide financial incentives to assist in achieving the recommendations of the Report.	Industry and government adopt the relevant recommendations of the Report, and the Report becomes a benchmark of Best Practice for the training of New Apprentices.
To increase the number of students undertaking Certificate I and II in Construction at ACT High Schools and Colleges.	Liaise with industry sectors, government, schools and colleges, and group training organisations, to provide information, advice, and training, to school and college students regarding employment in the industry.	Increase the number of students who wish to pursue a career in the industry.

The consultation process to develop the above-mentioned objectives, strategies and outcomes is described on page 7.

Offering financial incentives to trades with skills shortages has been quite successful over the past 3 years. In the trade of bricklaying, the New Apprentice intake increased by 300%; in tiling, the intake increased by 225% and in plastering the intake increased by 175%. In 2005, incentive payments were offered in the trades of bricklaying and refrigeration and air-conditioning.

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

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

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

EXISTING WORKER TRAINING AND PROFESSIONAL DEVELOPMENT

The following information sets out some of the initiatives to assist existing workers and businesses to undertake short training courses and programs. Details of approved training courses that were funded by the TFB during 2004-2005 are outlined on pages 18-19.

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

The consultation process to develop the above-mentioned objectives, strategies and outcomes is described on page 7

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

PROMOTION AND MARKETING

The following information sets out some of the initiatives the TFB will use to promote and market the operational role of the TFB

- OBJECTIVES -	- STRATEGIES -	- OUTCOMES -
Increase the awareness amongst stakeholders as to the TFB's funded programs.	Liaise with stakeholders to promote access to the TFB's funded programs, with an emphasis on funding incentives to address skills shortages in specific occupations	Increased access to TFB funded programs.
Promote training and enhancement of skills as a means of improving business and personal performance.	Design and distribute material to inform industry of the benefits and availability of training.	Increased numbers of workers participating in TFB funded training.
Promote the employment and career opportunities in the building and construction industry.	Design and distribute material to prospective entry-level workers to promote the employment and career opportunities in the industry. Support awards for training and 'Best Practice', in collaboration with group training organisations, industry and government.	Increased numbers of entry-level workers and New Apprentices under an ACT contract of training. Improved retention rate of New Apprentices.

The consultation process to develop the above-mentioned objectives, strategies and outcomes is described on page 7.

The TFB has implemented promotional strategies by way of – a bi-monthly newsletter, direct mailing, functions, and a website, to promote the role of the TFB.

The TFB will examine other promotional opportunities such as trade and industry displays.

The TFB now offers a comprehensive range of information on its website, including – annual report, the Training Plan, and application forms. The website is www.trainingfund.com.au

The TFB will continue its ongoing relationship with the Construction Industry Training Council and other training advisory bodies, registered training providers and group training organisations, by consulting on a regular basis and undertaking ventures that meet TFB objectives.

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

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

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

RESEARCH AND DEVELOPMENT

The following information sets out the initiatives the TFB will adopt in research and development during 2006.

- OBJECTIVES -	- STRATEGIES -	- OUTCOMES -
<p>Liaise with stakeholders to identify issues that are likely to affect the training needs of the industry.</p> <p>Ensure the TFB's Training Plan can respond to unforeseen training issues that were not identified during the consultation process.</p> <p>Act on the recommendations of the Willis Report on the attrition rate of New Apprentices in the Building & Construction & Electrotechnology Industries</p>	<p>Ensure stakeholder involvement with the development of the TFB's Training Plan.</p> <p>Continual liaison with industry sectors to keep informed on training issues.</p> <p>Publish and distribute the Report to industry sectors, government, schools and colleges, and group training organisations. Provide financial incentives to assist in achieving the recommendations of the Report.</p>	<p>The TFB's Training Plan provides relevant advice to industry and government of training needs and issues within the industry.</p> <p>Ability to respond quickly to provide funding for unforeseen training needs.</p> <p>Industry and government adopt the relevant recommendations of the Report, and the Report becomes a benchmark of Best Practice for the training of New Apprentices.</p>

The consultation process to develop the above-mentioned objectives, strategies and outcomes is described on page 7.

The TFB's annual Training Plan operates for a calendar year, and must be approved by the Minister on or before 30 June preceding the commencement of the plan.

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

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

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

The TFB will consider applications for funding from registered training organisations to develop training courses that will deliver training outcomes not currently being provided.

In March 2005, the TFB commissioned Dr. Ian Willis to research and report to the TFB on the Attrition Rate of Apprentices in the Building and Construction and Electrotechnology Industries. An Executive Summary of the report and its recommendations was posted on the TFB website in October 2005. From 2006 onwards, the TFB will take steps to attempt to ensure that industry and government adopt the relevant recommendations of the Report.

ACCESS AND EQUITY

The following information sets out some of the initiatives the TFB will adopt to promote access and equity during 2006

OBJECTIVES -	- STRATEGIES -	- OUTCOMES -
Enhance training opportunities for: <ul style="list-style-type: none"> ❖ Women in industry ❖ Workers with special language and literacy needs ❖ Aboriginal and Torres Strait Islander workers. ❖ Workers with an injury or disability. ❖ Young workers at risk, with an emphasis on 15 to 18 years old. 	Include access and equity requirements in funding for Registered Training Organisations and Group Training Organisations. Provide supplementary funding for the training of identified groups Market the benefits of training to workers with special training needs. Fund re-training programs for injured workers returning to the workforce. Fund special skills development programs for young workers at risk.	Increased participation of individual workers and organisations in language, literacy and numeracy programs. Increased participation in training by workers in identified groups. Increased satisfaction from identified workers in training outcomes.

In addition, funding may be available from ACT Training and Adult Education to assist

The consultation process to develop the above-mentioned objectives, strategies and outcomes is described on page 7.

st New Apprentices in literacy and numeracy. The TFB may provide additional funding to eligible workers, depending on individual circumstances.

GOVERNANCE, FINANCE AND ADMINISTRATION

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

The TFB is responsible for maximising compliance with the Act and for the effective use of the Fund.

A compliance program and policy has been in place for several years and is monitored by the TFB on the basis of regular staff reports.

The effectiveness of TFB funded training programs is monitored and audits of TFB funded training are conducted.

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

COMPLIANCE ACTIVITY

The following information sets out the compliance activities undertaken by the TFB.



Overview

The TFB is established under the Building and Construction Industry Training Levy Act 1999 and Project Owners, who are defined as the owner of the land or the owner of the work, are required to pay a Training Levy of 0.2% on the value of the work. The type of work that is subject to the Levy is described in the Schedule of the Act, and this is reproduced at page 17. Work that is exempt from the Levy includes work valued at less than \$10,000 and work carried out by the staff of a public authority.

Collection of the Levy

The Levy on excavation, building, construction, refurbishment or demolition work, where the work is subject to the issue of a building approval by the ACT Planning and Land Authority (ACTPLA), must be paid prior to the issue of the building approval. The Building Controller is authorised to collect the Levy on such work, acting as an agent for the TFB. The payment of the Levy on non-building approval work, such as civil works, landscaping, utilities and

telecommunications, is arranged between the TFB and the Project Owner. This is usually done through the mechanism of a written agreement that allows the Project Owner to self-assess the Levy liability and make a single annual retrospective Levy payment.

Where the work is carried out by or for a Project Owner not covered by a written self-assessment agreement with the TFB, the work is monitored to determine if a Levy liability exists. The TFB will then contact the Project Owner and negotiate to achieve compliance. The TFB has a statutory obligation under the Act to ensure that the requirements of the Act are observed. Staff of the TFB are appointed as Inspectors under the Act, with powers to secure compliance with the Act. The ultimate power being to prosecute a Project Owner for non-compliance.

Self-assessment of the Levy

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

These self-assessment agreements are an important source of Levy for the TFB and account for about 45% of our income. They are also a useful arrangement for Project Owners, as they provide a simple solution to comply with the Act, by way of a single annual payment calculated on the value of capital works expenditure as reported in

the Project Owner's annual report.

Other Levy Collection Arrangements

Since 2003, the TFB has had in place written agreements which authorise major Kitchen Manufacturers (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.

In 2006, the TFB will explore ways of expanding its Levy collection through Agents engaged in bathroom renovations, air-conditioning, lifts, painting and other building repair and maintenance work, valued at over \$10,000, that is not subject to a building approval.

Promotion and Education

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

Refund of Levy

Where a building approval project does not commence and the Levy has been paid, the Project Owner may apply to the TFB for a refund. Where a civil project is abandoned after the Levy has been paid, the Project Owner may seek a partial refund of the Levy.

Colin McJannett

Compliance Manager

INDUSTRY LIAISON ACTIVITY

The following information sets out the industry liaison activity undertaken by the TFB.



Overview

To promote the funding of training in the five key areas identified within the Training Plan, the TFB has regular contact with the following stakeholders:

- building and construction industry general employers
- group training organisations
- government agencies & statutory bodies
- unions and employer bodies
- schools and colleges
- registered training organisations

In consultation with key stakeholders and associations relevant to the *Building and Construction Industry Training Levy Act 1999*, 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
- skill shortages

The TFB will collect and analyse statistical information obtained from the Training and Adult Education Branch of the ACT Department of Education and Training, relevant associations and the Australian Bureau of Statistics.

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

Additional funding will also be offered to assist employers who employ New Apprentices who are:

- indigenous
- women in non-traditional vocation
- workers with a disability

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

- direct mail
- newsletter
- website
- functions
- meetings with industry associations
- advertising through industry magazines

Existing worker training & professional development

Eligible workers seeking funding under the TFB's up-skilling and cross-skilling programs will be provided with advice on training options and user choice from registered training organisations.

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, identify skill shortages and promote new apprenticeships.

Ray Stowers

TFB Industry Liaison Officer

ELIGIBLE PERSON CRITERIA

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

An **ELIGIBLE PERSON** is any person usually working in or in connection with the Building and Construction Industry in the Australian Capital Territory, who is substantially (at least 80%) performing work as set out in the Schedule of Work in the Act – see page 17; or is a person deemed as an Eligible Person on application to the TFB.

Examples of an Eligible or Non-Eligible Person include:

- EXAMPLE -	- ELIGIBILITY -	- RATIONALE -
Any person working for a company or organisation that is substantially (at least 80%) engaged in carrying out work described in the Schedule of Work in the Act, within the A.C.T.	YES	The company or organisation is substantially (at least 80%) engaged in the Building and Construction Industry and therefore ALL employees and/or contractors working for the business are eligible.
An unemployed person who usually works in the building and construction industry.	Conditional	Must provide evidence of Eligible Employment within the industry during the two years preceding the date of application for funding of training.
A maintenance electrician / plumber / carpenter or similar occupation who is substantially carrying out their trade or occupation (at least 80%) but working for a non-building company in the A.C.T.	YES	The occupation is work covered by the Schedule of Work in the Act.
A NSW or other interstate worker who works in the A.C.T.	Conditional	The worker must be substantially engaged (80%), in the A.C.T., in work covered by the Schedule of Work in the Act.
An ACT industry worker seeking training to qualify for a NSW licence or certificate.	NO	The NSW licence or certificate is not recognised in the A.C.T.
A New Apprentice under a NSW contract of training.	NO	The New Apprentice is not under an ACT contract of training.

WORK LIABLE FOR THE TRAINING LEVY

- W

Work that is liable to pay the Levy is set out in the schedule of the Act, which is reproduced below.

1. The construction, erection, alteration, repair, renovation, demolition, maintenance or removal of a building or structure.
2. The construction, alteration or repair of a road, street parking area, footpath, thoroughfare (for pedestrians or vehicles), kerbing, guttering, roundabout, median strip, or the performance of other road works.
3. The construction, alteration, repair, demolition or removal of a railway or part of a railway, or of any platform, signal or other structure connected with a railway.
4. The construction, alteration, repair, demolition, or removal of an aircraft runway or helicopter-landing pad.
5. The construction, alteration, repair, demolition, or removal of a bridge, viaduct, aqueduct, or tunnel.
6. The construction, alteration, repair, demolition, or removal of a harbour, breakwater, retaining wall, or marina.
7. The performance of excavation work.
8. The construction, alteration, repair, demolition or removal of a dam, reservoir, weir or other embankment or structure for the catchment, collection, storage, control or diversion of water.
9. The laying of pipes and other prefabricated material in the ground.
10. The construction, erection, installation, alteration, repair, demolition or removal of any system or plant associated with the conveyance, collection, storage, treatment or distribution of water or gas, or the disposal of sewage or effluent.
11. Electrical, electronic, communications or data networks or mechanical services work, including on-site work that is related to the construction, erection, installation, alteration, repair, servicing or dismantling of any plant, plant facility or equipment.
12. The on-site construction, installation, alteration, repair, renovation, demolition or removal of (a) a lift or escalator. (b) any air conditioning, ventilation, or refrigeration system or equipment.
13. The construction, repair, alteration or removal of a playing field, golf course, racecourse, stadium, swimming pool or other sporting or recreational facility.
14. Landscaping or the construction, alteration or removal of a park or garden.
15. Work to improve the drainage of land.
16. 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 been made before 22 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 FUNDED IN 2004 – 2005 AND CONTACT DETAILS

C

- COURSE -	- PROVIDER / CO-ORDINATOR -	- CONTACT -
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 Group Training	6249 6366 6247 2099
Computer Software Training	Electro Skills Centre HIA Capital Careers MBA Group Training	9736 1777 6249 6366 6253 0682 6247 2099
Confined Space Training	ActewAGL MBA Group Training CITEA HIA	6270 7566 6247 2099 6257 8344 6249 6366
Confined Space Training (Refresher)	ActewAGL MBA Group Training CITEA HIA	6270 7566 6247 2099 6257 8344 6249 6366
Contract Administration	HIA MBA Group Training	6249 6366 6247 2099
ACT Builders Licence – Certificate IV Modules	MBA Group Training HIA	6247 2099 6249 6366
Drug and Alcohol Awareness	CITEA	6257 8344
Electrical Power Tool Testing & Tagging	Electro Skills Centre HIA MBA Group Training	9736 6249 63661777 6247 2099
Explosive Power Tools	CITEA MBA Group Training	6257 8344 6247 2099
Estimating Software Programs	Electro Skills Centre HIA MBA Group Training	9736 1777 6249 6366 6247 2099

- COURSE -	- PROVIDER / CO-ORDINATOR -	- CONTACT -
Induction to OH&S (Blue Card – ACT)	CITEA	6257 1777
Induction to OH&S (Green Card – NSW)* * Funding for NSW certificates / licences will NOT be available in 2006, unless the worker is at least 80% usually engaged in the ACT.	CITEA MBA Group Training HIA Electro Skills Centre	6257 1777 6247 2099 6249 6366 9736 1777
OH&S for Electrical Workers	CIT Solutions	6207 4441
OH&S for Supervisors, Managers and Workers	WorkWatch Parasol EMT CITEA	6249 1099 6280 9880 6257 8344
OHS&R and Environment Pre-qualification	MBA Group Training	6247 2099
Computerised Accounting (eg: MYOB)	HIA MBA Group Training	6249 6366 6247 2099
Restricted Electrical Licence for Plumber	Electro Skills Centre CIT Solutions	9736 1777 6207 4441
Senior First Aid Level 2	St. Johns Ambulance MBA Group Training Parasol EMT CITEA HIA	6282 2399 6247 2099 6280 9880 6257 8344 6249 6366
Senior First Aid Level 2 (Refresher)	St. Johns Ambulance MBA Group Training Parasol EMT CITEA HIA	6282 2399 6247 2099 6280 9880 6257 8344 6249 6366
Timber Framing Code	MBA Group Training HIA	6247 2099 6249 6366
Trench and Ground Support	MBA Group Training	6247 2099
Value for Money Tendering	MBA Group Training	6247 2099

- COURSE -	- PROVIDER / CO-ORDINATOR -	- CONTACT -
Wet Area Waterproofing	MBA Group Training	6247 2099
	CITEA	6257 8344
	HIA	6249 6366
	Master Plumbers' Association	6241 7127