

Building and Construction Industry Training Levy (Training Plan) Approval 2006

Notifiable Instrument NI2006-260

Made under the

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

1 Name of Instrument

This instrument is the *Building and Construction Industry Training Levy (Training Plan) Approval 2006 (No 1)*.

2 Commencement

This instrument commences on the day after notification.

3 Approval

I approve the Building and Construction Industry Training Plan 2007 set out in the schedule.

Andrew Barr
Minister for Education and Training

30 June 2006

2007 Training Plan

ACT BUILDING & CONSTRUCTION INDUSTRY
TRAINING FUND AUTHORITY

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ACT Building & Construction Industry Fund Authority

The ACT Building & Construction Industry Training Fund Authority (TFA) was established in 1999 to administer and make payments for industry training, in accordance with the annual training plan. The TFA was previously known as the ACT Building & Construction Industry Training Fund Board; the change of name and status took place from 2 January 2006.

The TFA is an ACT Government agency, with a Board of two employer representatives, two employee representatives and an independent Chairman. The Chief Executive Officer sits on the Board as a non-voting member. 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 TFA are set out in the *Building and Construction Industry Training Levy Act 1999*.



BOARD MEMBERS (as at June 2006) Mr. John Hailey, Ms. Sarah Schoonwater, Mr. Brian O'Reilly, Mr. James Service, Ms. Alison Just

THE BOARD COMPRISES:	<p>Independent Chairman Mr. James Service</p> <p>Employer Representatives Ms. Alison Just Mr. John Hailey</p> <p>Employee Representatives Ms. Sarah Schoonwater Mr. Brian O'Reilly</p>	
TFA STAFF:	<p>Mr. Gary Guy gguy@trainingfund.com.au</p> <p>Mr. Colin McJannett colin@trainingfund.com.au</p> <p>Mr. Ray Stowers rstowers@trainingfund.com.au</p>	<p>Chief Executive Officer</p> <p>Compliance Manager</p> <p>TFA Industry Liaison Officer</p>

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Minister's Statement



As ACT Minister for Education and Training, I am pleased to approve the ACT Building and Construction Industry Training Authority's (TFA) 2007 Training Plan, in accordance with Section 25 of the *Building and Construction Industry Training Levy Act 1999*.

I note that comprehensive consultation took place to develop the 2007 Training Plan, and I thank industry stakeholders for their comments and advice in the formulation of the 2007 Training Plan.

The Building and Construction Industry Training Fund was established in May 1999, and the liability to pay the Training Levy commenced in November 1999. Since that time, the TFA (and its predecessor the Training Fund Board) has been responsible for producing seven annual Training Plans. During the period 2001 – 2005 the TFA funded \$2.69 million for the training of existing workers and \$2.46 million for entry level training. Over the past four years, the TFA has made incentive payments to employers and group training organisations to assist them in the employment of New Apprentices in areas of skills shortages.

As in past years, the 2007 Training Plan will provide a policy framework for the funding of training for entry-level and existing workers in a wide range of occupations; it will also provide funding for other training, promotional and research related activities within the industry.

I am pleased to note that under the 2007 Training Plan, the TFA expects to provide \$1.9 million in funding for training in the industry and will continue to provide funding incentives to employers and group training organisations who will employ and train an estimated 430 apprentices in the industry. These incentives will not only assist the industry overcome skills shortages, but will also provide employment opportunities for young people seeking a career in the building and construction industry. It is also pleasing that the TFA has re-affirmed its commitment to the funding of OH&S training for workers in the industry.

I recommend the 2007 Training Plan to all stakeholders who are keen to participate in training for the ongoing development of the building and construction industry in the ACT.

ANDREW BARR MLA

Member for Molonglo

Minister for Education and Training

June 2006

Chairman's Report



This is the seventh Training Plan produced by the ACT Building & Construction Industry Training Fund Authority (TFA) and provides a policy framework for entry-level and existing workers to 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 TFA 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 2007 Training Plan.

In the calendar year 2005, a record number of 5,552 eligible industry workers attended approved training programs funded by the TFA. In 2007, it is estimated that around 68% of eligible industry workers will attend an accredited training course funded by the TFA.

During the calendar year 2005, the TFA provided a record amount of \$1,876,130 to fund training in its five key areas of – Entry Level Training, Existing Worker Training and Professional Development, Promotion and Marketing, Research and Development, and Access and Equity. At the time of preparing the 2007 Training Plan (June 2006) the TFA expected to fund \$1.975 million for training during the 2006 calendar year.

As in past years, the TFA 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, and over the past four years these financial incentives have been extremely successful. In 2006, incentive payments were provided in the trades of Painting and Decorating, Horticulture (Turf) and Horticulture (Landscaping). The trades where these incentives will be offered in 2007 will be announced in February 2007.

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

In 2007 funding will continue to be provided to employers and group training organisations who will employ and train the estimated 430 New Apprentices who are expected to enter the industry in 2007.

As in past years, the TFA will continue to provide funding for training in the following key areas and activities in 2007:

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

Also, the TFA re-affirms its commitment to fund OH&S training for workers in the industry so as to provide for safe workplaces.

Included in the 2007 Training Plan are details of courses funded in 2005 and 2006, Registered Training Organisations and contact details for training programs that may be undertaken by eligible workers within the industry. If the training program you wish to undertake is not listed in the Training Plan, please contact the TFA for further information. Additional information is available on the TFA's website at www.trainingfund.com.au where application forms, our annual report and the Training Plan can be downloaded.

I would like to record my thanks to the members of the TFA for their assistance and advice, and to the staff of the TFA for their commitment to the Authority 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 2006

Administration of the Fund

MISSION STATEMENT

The ACT Building and Construction Industry Training Fund Authority (TFA) makes training funds available, for the training of eligible workers (see page 18) and for the development of skills identified as being in short supply within the industry in the ACT. Through the funding of such training, the TFA strives to improve the culture, level and access to training and to support the entry of new people into the Building and Construction Industry.

OVERVIEW

Subject to funds being available, the TFA 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) and existing workers in the industry. For example:

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

TRAINING PLAN

This Training Plan applies to the calendar year 2007.

APPLICATIONS

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

APPLICANTS RESPONSIBILITY

The applicant must demonstrate to the satisfaction of the TFA that any individual covered by a request for funding of training, is an eligible worker (see page 18).

HOW ARE TRAINING FUNDS ALLOCATED?

The TFA 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 TFA.
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 carrying out work that makes them eligible – either as an employee or an independent contractor (see Eligible Person Criteria at page 18).
8. Product specific training courses will not be funded. Training courses must be generic.
9. The TFA will monitor the cost of training courses and may set a maximum amount to be funded per participant. The TFA will evaluate the delivery of training courses and may audit the outcome of funded courses.
10. The TFA 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 2007 Training Plan

The 2007 Training Plan was developed through research and consultation with a wide range of industry stakeholders, and reflects the training priorities identified during this process.

The Training Plan identifies five key areas and activities that will be funded in 2007:

- 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 2007 Training Plan was done at three levels:

1. The ACT Regional Building and Construction Industry Training Council Inc. (CITC) provided quarterly reports to the TFA, based on interviews with stakeholders. The information collected in this manner was collated to assist in the production of the 2007 Training Plan.
2. The ACT Utilities and Light Manufacturing Industry Training Board (ULMITB) provided information from the electrotechnology and electrical supply sectors. This information was collated and used in the production of the 2007 Training Plan.
3. The Training Fund Authority undertook surveys and interviews with other stakeholders.

The following organisations were consulted:

- Master Builder's Association of the ACT
- Housing Industry Association — ACT and Southern NSW Region
- Property Council of Australia (ACT)
- Construction Forestry Mining & Energy Union – ACT
- Communication, Electrical and Plumbing Union – ACT
- National Electrical Contractors Association
- Master Plumbers' Association – ACT
- ACT & Region Chamber of Commerce & Industry
- Canberra Business Council

Registered Training Organisations and Group Training Organisations consulted included:

- Canberra Institute of Technology
- Construction Industry Training & Employment Association
- MBA Group Training
- Capital Skills Centre
- HIA Group Training
- Electro Group Training
- Electro Skills Centre
- Regional Group Training

Regulatory and Planning Bodies consulted included:

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

Individual organisations within the Commercial, Housing and Civil sectors were also consulted, as were institutions such as the ANU.

Responses received during the above described consultation process were then summarised and these are included in the five key sectors and activities that will be funded during 2007

OH&S Training Programs

Occupational health and safety training is the most discussed issue within the consultation process in the development of the Training Plan. In recognition of this, the TFA are pleased to introduce this segment as a stand-alone item within the 2007 Training Plan.

BACKGROUND

In the year ending June 2004, ACT WorkCover recorded that there were an estimated 9,017 workers in building and construction, electricity, water, sewage, gas, and landscaping – workers performing work covered by the Schedule of work under the TFA's Building and Construction Industry Training Levy Act 1999. During the same period, the Australian Bureau of Statistics estimated that there were just over 97,000 persons employed in the ACT private sector. Based on these figures, the building and construction and related sectors had 9.29% of the ACT private sector workforce as at June 2004.

As at the end of June 2004, there were 3,499 injury claims accepted in the private sector. As at the end of June 2004, 390 workers in building and construction and related sectors had injury claims accepted under the Workers Compensation Act 1951. This is a rate of 0.043% across the sector, and is 11% of all injury claims accepted. It is estimated that around 6-7% of claims in the sector were denied. As at the end of June 2004, the building and construction industry and related sectors had a slightly lower injury rate on a per worker basis than most other sectors.

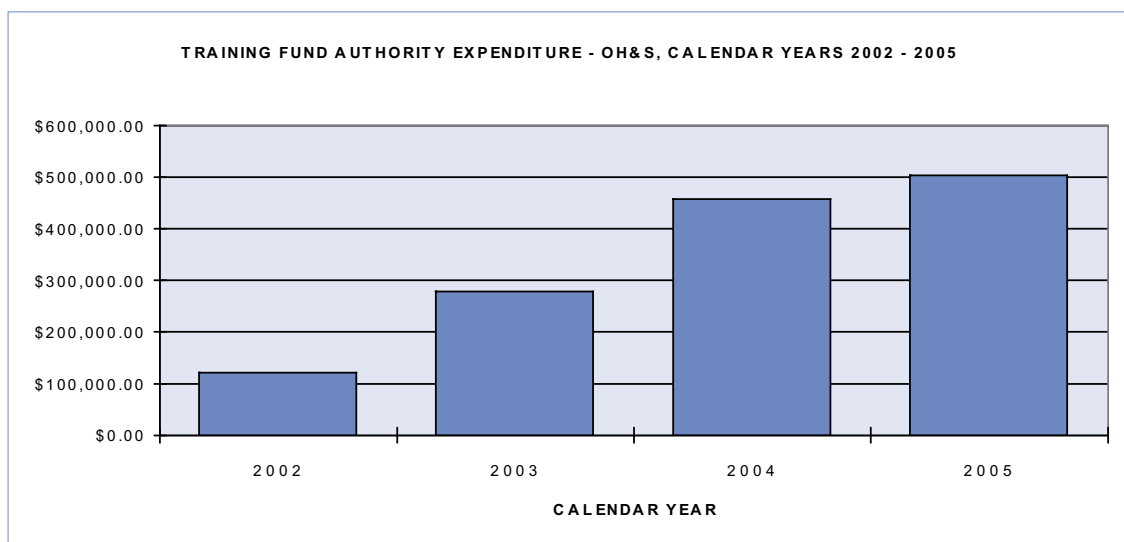
The most commonly reported causes of injury in building and construction and related sectors were: electrocution, manual handling, exposure to hazardous substances (chemicals, dust, asbestos etc.), scaffolding issues, falls, trips and slips, sprains and body stressing.

During the calendar years 2002 – 2005, the TFA has provided a total of \$1,363,450 for OH&S training, as detailed in the graph below. It is anticipated that in June 2007, the ACT Occupational Health and Safety Act 1989 will be amended to adopt, through regulations, the National OH&S code for compulsory OH&S training.

The TFA will work with training providers to ensure that any OH&S training funded by the TFA for the building and construction industry (and related sectors) complies with regulatory requirements.

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

The TFA re-affirms its commitment to the funding of OH&S training programs for workers in the industry. The application of such training and programs will apply to both entry level and existing workers.



Entry Level Training

Entry Level Training 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 19 for the types of work and activities associated with the industry.

OBJECTIVES	STRATEGIES	OUTCOMES
<ul style="list-style-type: none"> To increase the number of New Apprentices (this term includes Apprentices & Trainees) entering the industry under an ACT contract of training, especially in trades or occupations where a skills shortage exists. 	<ul style="list-style-type: none"> Provide financial incentives to group training organisations and individual employers to employ and train persons in areas of skills shortages. 	<ul style="list-style-type: none"> Increase the number of new entrants to the industry under an ACT contract of training, especially in trades where a skills shortage exists.
<ul style="list-style-type: none"> To increase the number of persons entering the industry as general construction workers to ensure an adequate pool of skilled workers. 	<ul style="list-style-type: none"> Where appropriate, provide financial incentives to individual employers, targeted at addressing skills shortages in specific occupations. 	<ul style="list-style-type: none"> Maintain an adequate pool of skilled workers in general construction.
<ul style="list-style-type: none"> To increase the retention rate of New Apprentices. 	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Improve the retention rate of New Apprentices.
<ul style="list-style-type: none"> To increase the number of students undertaking Certificate I and II in Construction at ACT High Schools and Colleges. 	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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 6.

Offering financial incentives to trades with skills shortages has been quite successful over the past 4 years, with increases in the intake of New Apprentices to the trades of - bricklaying, tiling, plastering and refrigeration and air-conditioning. In 2006 the TFA offered financial incentives in the trades of painting and decorating, horticulture (landscaping) and horticulture (turf).

The trades in which financial incentives will be offered for 2007 will be announced in February 2007.

New Initiative: In cases where a prospective employer (sole trader or business) lacks appropriate formal qualifications to enter a contract of training with a New Apprentice, the TFA will provide an incentive payment to the employer to attain skills recognition (either for the business owner or an employee of the business); the financial incentive will be capped at a maximum payment of \$500. The skills recognition incentive payment may be claimed after the employer attains skills recognition and three months after the engagement of a New Apprentice in any trade in the industry (see the Schedule of Work on page 19).

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

Entry Level Training (cont.)

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

- Basic computer skills.
- Customer Service.
- OH&S.

Entry Level training issues identified by stakeholders in the general building and construction sector (including civil construction) included:

- Pre-employment training and job ready skills (including OH&S job ready).
- Entry level training to be all-inclusive.
- Financial incentives to employers of New Apprentices and financial support for schools to industry programs.
- OH&S and asbestos awareness.
- Cadetship and Diploma courses to be developed in skills shortage areas.
- Traineeships for the civil sector.
- Mentoring of New Apprentices by experienced industry workers and face-to-face induction training.
- Refinement of selection process of New Apprentices.

In 2006, the TFA provided financial support for the School based New Apprentice (SNAP) program that offers training in General Construction Certificate I and II to college students.

In late 2004, a partnership was established between the PBS Building Company, the Master Builders Group Training and the Student to Industry Program to create opportunities for college students to experience hands-on training in various building trades.

Skills shortages were also reported in occupations such as engineers, surveyors, draughtspersons, project managers and planners.



Left to Right: Gary Guy (Chief Executive Officer, Training Fund Authority), Warren Ahrens (Principal, PBS Building Company), Mick Doyle (Manager, Student to Industry Program) and Jerry Howard (Deputy Executive Director, Master Builders Association of the ACT).

Existing Worker Training & 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 some of the approved training courses that were funded by the TFA during 2005 are outlined on pages 20-21.

OBJECTIVES	STRATEGIES	OUTCOMES
<ul style="list-style-type: none"> To provide financial assistance for the training of existing eligible workers. 	<ul style="list-style-type: none"> Maintain a system for monitoring the quality and effectiveness of training funded by the TFA, and audit training course results. 	<ul style="list-style-type: none"> Ensure that the training meets the criteria established by the TFA.
<ul style="list-style-type: none"> Increase worker and employer awareness of the TFA and improve access to TFA funded training programs. 	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Increase the number of existing workers who undertake training.
<ul style="list-style-type: none"> Promote training and skills development as a means of improving business and individual performance. 	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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 6.

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

In cases where an existing worker seeks to attain a formal qualification by undertaking skills recognition, and additional training is required to complete that process, the TFA will fund up to 80% of the cost of that training. However, the TFA cannot under its legislation fund the skills recognition process itself. For further information and advice on skills recognition, contact the ACT Regional Building and Construction Industry Training Council Inc. on 02 6241 3977.

Existing Worker Training & Professional Development (cont.)

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

- Smart Wiring, Data and Voice Communications, OH&S, ESI Lineworkers, ESI Cable Jointers, System Electricians (Electrical Licence), UTTNTD 311 Install and Maintain Energy Meters, Sheet Metal and Asbestos Identification and Handling for the Electrical Industry.

Existing Worker training issues identified by stakeholders in the general building and construction sector (including civil construction) included:

- Scaffolding, concreting, steel fixing, vehicle and plant licensing, work platforms, OH&S and asbestos awareness, first aid and traffic control
- Customer service, business and financial programs for small businesses, business planning and responsibilities, computer skills, job estimating, legislation, building codes, contract administration and workers' compensation issues.
- Stakeholders have identified the need for an RTO to develop courses on conflict resolution and communication skills.
- Work systems and new technology in mechanical, electrical and hydraulics, environment and energy efficient issues and gas appliances.
- New technology in the plumbing sector, including grey and pure water re-uses and confined space.
- Certificate IV Builders Licence course.
- Short courses on paving, roofing and basic bricklaying (trowel hands).
- Certificate II in roofing.
- Cladding systems and polywafer slabs.
- Heritage and environmental issues.
- GPS and laser technology.



Above: Civil works at Horse Park 2 Housing Estate

Promotion and Marketing

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

OBJECTIVES	STRATEGIES	OUTCOMES
<ul style="list-style-type: none"> Increase the awareness amongst stakeholders as to the TFA's funded programs. 	<ul style="list-style-type: none"> Liaise with stakeholders to promote access to the TFA's funded programs, with an emphasis on funding incentives to address skills shortages in specific occupations 	<ul style="list-style-type: none"> Increased access to TFA funded programs.
<ul style="list-style-type: none"> Promote training and enhancement of skills as a means of improving business and personal performance. 	<ul style="list-style-type: none"> Design and distribute material to inform industry of the benefits and availability of training. 	<ul style="list-style-type: none"> Increased numbers of workers participating in TFA funded training.
<ul style="list-style-type: none"> Promote the employment and career opportunities in the building and construction industry. 	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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 6.

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

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

The TFA 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 TFA 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 TFA objectives.

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

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

During the consultation process for the 2007 Plan, stakeholders identified the need to:

- Promote the role of Group Training Organisations and Registered Training Organisations.
- Promote, through schools, the industry as a career choice.
- Promote the TFA to older workers and contractors to encourage them to apply for funding for training.
- Encourage injured workers to retrain into another industry activity in order to keep that knowledge in the industry – eg: an injured concreter might retrain to become an estimator.
- Promotion of the industry to people with disabilities to encourage them to undertake semi-professional training.

Research and Development

The following information sets out the initiatives the TFA will adopt in research and development during 2007.

OBJECTIVES	STRATEGIES	OUTCOMES
<ul style="list-style-type: none">Liaise with stakeholders to identify issues that are likely to affect the training needs of the industry.	<ul style="list-style-type: none">Ensure stakeholder involvement with the development of the TFA's Training Plan.	<ul style="list-style-type: none">The TFA's Training Plan provides relevant advice to industry and government of training needs and issues within the industry.
<ul style="list-style-type: none">Ensure the TFA's Training Plan can respond to unforeseen training issues that were not identified during the consultation process.	<ul style="list-style-type: none">Continual liaison with industry sectors to keep informed on training issues.	<ul style="list-style-type: none">Ability to respond quickly to provide funding for unforeseen training needs.

The consultation process to develop the above-mentioned objectives, strategies and outcomes is described on page 6.

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

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

Access and Equity

The following information sets out some of the initiatives the TFA will adopt to promote access and equity during 2007.

OBJECTIVES	STRATEGIES	OUTCOMES
<ul style="list-style-type: none">• 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.	<ul style="list-style-type: none">• 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.	<ul style="list-style-type: none">• 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.

The consultation process to develop the above-mentioned objectives, strategies and outcomes is described on page 6.

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

During the consultation process for the 2007 Plan, stakeholders identified the need to continue to encourage the employment of women in non-traditional trades.

Governance, Finance and Administration

OBJECTIVES	STRATEGIES	OUTCOMES
<ul style="list-style-type: none"> Ensure the Authority and the Training Fund are administered in accordance with the Act, the Training Plan and any other relevant legislation. 	<ul style="list-style-type: none"> Carry out all functions of the TFA and administer the Training Fund in accordance with the Act, the Training Plan and any other relevant legislation. 	<ul style="list-style-type: none"> Obtain an unqualified audit opinion from the Auditor-General in respect to the operation of the TFA and the administration of the Training Fund.
<ul style="list-style-type: none"> Ensure that applications for funding comply with the Training Plan, and that there is a consistent and transparent assessment of applications. 	<ul style="list-style-type: none"> 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 TFA processes in assessing applications. 	<ul style="list-style-type: none"> Continued high level of compliance with the Training Plan criteria from applicants.
<ul style="list-style-type: none"> Ensure the efficiency of TFA administration, and the use of Training Funds. 	<ul style="list-style-type: none"> Continual review of internal administrative procedures. 	<ul style="list-style-type: none"> Continued efficient operation of TFA administration and effective and targeted use of Training Funds.
<ul style="list-style-type: none"> Establish measures to assess the effectiveness of training delivered. 	<ul style="list-style-type: none"> Conduct audits of TFA funded training courses. 	<ul style="list-style-type: none"> Training delivery and outcomes meet the expectations of participants and industry.
<ul style="list-style-type: none"> Ensure compliance with the requirement to pay the Training Levy. 	<ul style="list-style-type: none"> Administer the approved Compliance Policy of the TFA 	<ul style="list-style-type: none"> Compliance is maintained to the satisfaction of the TFA.

The TFA 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 TFA on the basis of regular staff reports.

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

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

Compliance Activity

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

Project Owners, who are defined as the owner of the land or the owner of the work, are required to pay a Training Levy of 0.2% on the value of the work. The type of work that is subject to the Levy is described in the Schedule of the Act, which is reproduced at page 19. Work that is exempt from the Levy includes work valued at less than \$10,000 and work carried out by the staff of a public authority.

COLLECTION OF THE LEVY

The Levy on work that is subject to the issue of a building approval by the ACT Planning and Land Authority (ACTPLA) must be paid prior to the issue of the building approval. The Building Controller is authorised to collect the Levy on such work, acting as an agent for the TFA.

The payment of the Levy on non-building approval work, such as civil works, landscaping, utilities and telecommunications, is arranged between the TFA 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 work is carried out by or for a Project Owner not covered by a written self-assessment agreement with the TFA, the work is monitored to determine if a Levy liability exists. The TFA will then contact the Project Owner to achieve compliance. The TFA has a statutory obligation to ensure that the requirements of the Act are observed.

SELF-ASSESSMENT OF THE LEVY

The TFA has written self-assessment agreements with ACT Government Departments, Agencies and Statutory Bodies such as the Land Development Agency and ACT Housing. The TFA 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 TFA and account for about 40% 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 TFA has had in place written agreements which authorises major Kitchen Manufacturers to act as an Agent for the TFA 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 TFA examined ways of expanding its Levy collection through Agents engaged in bathroom renovations, airconditioning, lifts, painting and other building repair and maintenance work, valued at over \$10,000, that is not subject to a building approval. It is anticipated that this process will continue into 2007.

PROMOTION AND EDUCATION

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

REFUND OF LEVY

Where a building approval project does not commence and the Levy has been paid, the Project Owner may apply to the TFA 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

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

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

The TFA also liaises with stakeholders on matters such as:

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

The TFA collects statistical data to determine priorities for the funding of training, particularly in relation to skills shortages. This is an ongoing activity and the TFA works with stakeholders to initiate funding incentives to employers who employ new apprentices in trades that have been identified as having a skills shortage.

Under our Access and Equity program, the TFA will also provide additional funding for the employment of New Apprentices who are – indigenous, women in a non-traditional vocation and workers with a disability.

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

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

The TFA will develop partnerships with public and private organisations to promote an awareness of the TFA and its programs, to support school-to-work programs, identify skills shortages, promote new apprenticeships and to encourage young people to make a career in the industry.

Ray Stowers

TFA Industry Liaison Officer



Left to Right: Ray Stowers TFA Industry Liaison Officer, Bill Lampard HIA Group Training, Nigel Coates Host Employer, Russell George 1st Year Carpentry Apprentice and Daniel Price 3rd year Carpentry Apprentice.

Eligible Person Criteria

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

An **ELIGIBLE PERSON** is any person usually working in or in connection with the Building and Construction Industry in the Australian Capital Territory, who is substantially (at least 80%) performing work as set out in the Schedule of Work in the Act – see page 19; or is a person deemed as an Eligible Person on application to the TFA. An eligible person can be either an employee, or an independent contractor.

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 ACT.	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.
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 ACT.	Yes	The activity of the occupation is work covered by the Schedule of Work in the Act.
A NSW or other interstate worker who works in the ACT.	Conditional	The worker must be substantially engaged (80%), in the ACT, 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.	Conditional	The worker must be substantially engaged (80%), in the ACT, in work covered by the Schedule of Work in the Act.
A New Apprentice under a NSW contract of training.	No	The New Apprentice is not under an ACT contract of training.
A retail assistant working for a retailer of building and construction materials.	No	The activity is not covered by the Schedule of Work in the Act.

Work liable for the Training Levy

Project owners are liable to pay the Levy on work set out in the schedule of the Act, which is reproduced below.

1. The construction, erection, alteration, repair, renovation, demolition, maintenance or removal of a building or structure.
2. The construction, alteration or repair of a road, street parking area, footpath, thoroughfare (for pedestrians or vehicles), kerbing, guttering, roundabout, median strip, or the performance of other road works.
3. The construction, alteration, repair, demolition or removal of a railway or part of a railway, or of any platform, signal or other structure connected with a railway.
4. The construction, alteration, repair, demolition, or removal of an aircraft runway or helicopter-landing pad.
5. The construction, alteration, repair, demolition, or removal of a bridge, viaduct, aqueduct, or tunnel.
6. The construction, alteration, repair, demolition, or removal of a harbour, breakwater, retaining wall, or marina.
7. The performance of excavation work.
8. The construction, alteration, repair, demolition or removal of a dam, reservoir, weir or other embankment or structure for the catchment, collection, storage, control or diversion of water.
9. The laying of pipes and other prefabricated material in the ground.
10. The construction, erection, installation, alteration, repair, demolition or removal of any system or plant associated with the conveyance, collection, storage, treatment or distribution of water or gas, or the disposal of sewage or effluent.
11. Electrical, electronic, communications or data networks or mechanical services work, including 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 2005 and contact details

COURSE	PROVIDER/CO-ORDINATOR	CONTACT
Backflow Prevention Device Servicing Thermostatic Mixing Valve Servicing Gas Appliance Servicing	CIT Solutions	6207 4441
Building Codes Update	HIA MBA Group Training	6285 7300 6247 2099
Computer Software Training	HIA Capital Careers MBA Group Training Wizard Computer Training	6285 7300 6253 0682 6247 2099 6275 0730
Confined Space Training	ActewAGL MBA Group Training CITEA HIA	6270 7566 6247 2099 6257 8344 6285 7300
Confined Space Training (Refresher)	ActewAGL MBA Group Training CITEA HIA	6270 7566 6247 2099 6257 8344 6285 7300
Contract Administration	HIA MBA Group Training	6285 7300 6247 2099
ACT Builders Licence – Certificate IV Modules	MBA Group Training HIA	6247 2099 6285 7300
Drug and Alcohol Awareness	CITEA	6257 8344
Electrical Power Tool Testing & Tagging	Electro Skills Centre CIT Solutions HIA MBA Group Training	6163 6699 6207 4441 6285 7300 6247 2099
Explosive Power Tools	CITEA MBA Group Training	6257 8344 6247 2099
Induction to OH&S (Blue Card – ACT)	CITEA	6257 8344
Induction to OH&S (Green Card – NSW)	CITEA MBA Group Training HIA Electro Skills Centre Workwatch PARASOL EMT	6257 8344 6247 2099 6285 7300 6163 6699 6249 1099 6280 9880

Courses funded in 2005 and contact details

COURSE	PROVIDER/CO-ORDINATOR	CONTACT
OH&S for Supervisors, Managers and Workers	WorkWatch	6249 1099
	Parasol EMT	6280 9880
	CITEA	6257 8344
	HIA	6285 7300
Computerised Accounting (eg. MYOB)	HIA	6285 7300
	MBA Group Training	6247 2099
Senior First Aid Level 2	St. Johns Ambulance	6282 2399
	MBA Group Training	6247 2099
	Parasol EMT	6280 9880
	CITEA	6257 8344
	HIA	6285 7300
Senior First Aid Level 2 (Refresher)	St. Johns Ambulance	6282 2399
	MBA Group Training	6247 2099
	Parasol EMT	6280 9880
	CITEA	6257 8344
	HIA	6285 7300
Timber Framing Code	MBA Group Training	6247 2099
	HIA	6285 7300
Trench and Ground Support	MBA Group Training	6247 2099
Wet Area Waterproofing	MBA Group Training	6247 2099
	CITEA	6257 8344
	HIA	6285 7300
	Master Plumbers' Association	6241 7127



Above: CITEA Group Apprentices



Above: MBA Group Training Apprentices 2005



Above: Electro Group Training Apprentices 2005



Above: TFA sponsored Group Training Breakfast, April 2006. Mr James Barron, Managing Director, Group Training Australia was guest speaker