Australian Capital Territory

Building and Construction Industry Training Levy (Training Plan) Approval 2010

**Notifiable instrument NI2010–612**

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 2010.*

**2 Commencement**

This instrument commences on the day after notification.

**3 Approval**

I approve the Building and Construction Industry 2011 Training Plan set out in the schedule.

Andrew Barr  
Minister for Education and Training

29 October 2010



2011 Training Plan

ACT Building and Construction Industry

Training Fund Authority

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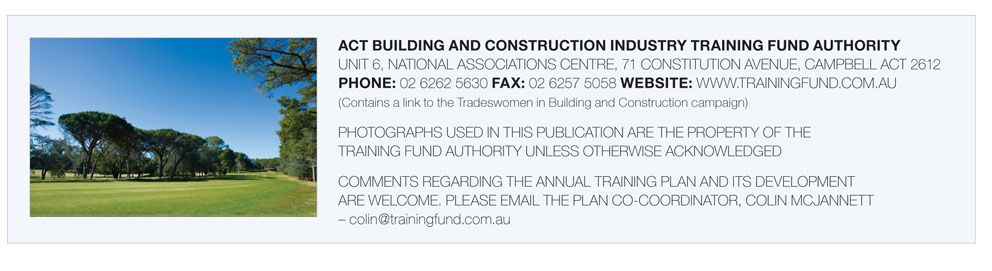
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ACT Building and Construction Industry   
Training Fund Authority



The ACT Building and Construction Industry Training Fund Authority (the Authority) is an ACT Government authority, with a Governing Board consisting of an independent Chairman, two employer representatives and two employee representatives. 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 Authority are set out in the Building and Construction Industry Training Levy Act 1999 and the Financial Management Act 1996.

The Authority was established in May 1999 to administer an industry training fund and to make payments for industry training, in accordance with the annual Training Plan. The Authority was previously known as the ACT Building and Construction Industry Training Fund Board; the change of name and status took place on 1 December 2006.

The Authority is also a member of The Australian Forum of Construction Industry Training Funds (AFCITF), which is an informal alliance of industry Training Funds operating in Queensland, South Australia, Tasmania, Western Australia, Victoria and the ACT that administer around $85 million annually to meet the training needs of the building and construction industry. The AFCITF web site is [www.afcitf.com.au](http://www.afcitf.com.au)

|  |  |
| --- | --- |
| **the board comprises:** | **TFA staff:** |
| **Independent Chairman**  Mr. James Service  **Employee Representatives**  Mr Jason O’Mara Mr Neville Betts  **Employer Representatives**  Ms. Alison Just Mr. John Hailey | **Chief Executive Officer** Mr. Gary Guy  gguy@trainingfund.com.au  **Compliance Manager**  Mr. Colin McJannett  colin@trainingfund.com.au  **TFA Industry Liaison Officer**  Mr. Ray Stowers  rstowers@trainingfund.com.au |

Minister’s Statement

As Minister for Education and Training, I am pleased to approve the 2011 Training Plan of the ACT Building and Construction Industry Training Fund Authority (the Authority). This approval is in accordance with Section 25 of the Building and Construction Industry Training Levy Act 1999.



I note that wide-spread industry consultation took place to develop the 2011 Training Plan, and I thank industry stakeholders for their comments and advice in the formulation of the 2011 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 Authority (and its predecessor the Training Fund Board) has produced eleven annual Training Plans. During the period 2005 to 2010, the Authority funded $8,328,280 million for the training of existing workers and $5,350,260 million for entry level training. Over the past eight years, the Authority has made incentive payments to employers and group training organisations to assist them in the employment of apprentices in areas of skills shortages.

As in past years, the 2011 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. Also in 2011, the Authority will continue to fund the Tradeswomen in Building and Construction campaign that was launched in September 2008 to encourage women to seek a career in the industry. Details are provided in the Access and Equity Section of the Plan on page 16, and at the campaign website   
www.tradeswomen.com.au.

I am pleased to note that under the 2011 Training Plan, the Authority expects to provide $3,075,000 million in funding for training in the industry and will continue to provide funding incentives to employers and group training organisations that will employ and train apprentices in the industry. These incentives will assist the industry overcome skills shortages, and will also provide employment opportunities for young people seeking a career in the building and construction industry. It is also pleasing that the Authority has re-affirmed   
its commitment to the funding of OH&S training for workers in the industry.

I recommend the 2011 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  
October 2010

Chairman’s Report

The 2011 Training Plan provides a policy framework for entry-level and existing workers to access funding for training in a wide range of occupations. The Plan also provides advice on other training, promotional, research, and access and equity related activities within our industry. The Authority 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 associations and unions, in the development of the 2011 Training Plan.



In the year 2010, a record number of 14,107 eligible industry workers attended approved training programs funded by the Authority. In 2011, it is estimated that around 13,500 eligible industry workers will attend approved training courses funded by the Authority.

During the financial year 2009–10, the Authority provided $2.96 million to fund activities 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 2011 Training Plan, the Authority expected to provide $3.075 million for activities during 2011.

The Authority will continue to provide incentive payments to employers of 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 the calendar year 2010, incentive payments were provided in the trade of Furniture Making (Cabinet Making). The trades where these incentives will be offered in 2011 will be announced in January 2011. The Authority will also provide incentive payments to employers of apprentices, who are – Indigenous, women in a non-traditional vocation (our Tradeswomen in Building and Construction campaign) and persons with a disability.

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

In 2011 funding will continue to be provided to some employers and group training organisations who will employ and train an estimated 600 apprentices in the industry in 2011.

As in past years, the Authority will continue to provide funding for training in the following key areas and activities in 2011:

Entry Level Training

Existing Worker Training and Professional Development

Promotion and Marketing

Research and Development

Access and Equity

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

Included in the 2011 Training Plan are examples of training courses funded in 2009 and 2010, the names of the Registered Training Organisations who delivered the training and their contact details. If the training course you wish to undertake is not listed in the Training Plan, please contact the Authority for further information. Additional information is available on the Authority’s website at www[.trainingfund.com.au wh](http://www.trainingfund.com.au)ere application forms, our Annual Report and the Training Plan can be downloaded.

I would like to record my thanks to the Board members of the Authority for their assistance and advice, and to the staff of the Authority for their commitment to the Authority and its stakeholders. Also I would like to acknowledge the contribution made to the Board by former member Ms Sarah Schoonwater who resigned effective 18 January 2010, and to welcome new Board member Mr Jason O’Mara whose appointment commenced on 24 April 2010.

The Board of the Authority 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  
October 2010

Administration of the fund

MISSION STATEMENT  
The ACT Building and Construction Industry Training Fund Authority (the Authority) may fund up to 70% of the cost, for the training of eligible workers (see page 21) 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 Authority 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 Authority will allocate funds for training on the following terms:

Payments for training 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 (apprentices) and existing workers in the industry. For example:

* Apprentices under an ACT Contract of Training are eligible for business skills training.
* Injured workers on rehabilitation are eligible for training to assist their return to the industry.
* 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 2011.

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 Authority’s website www.trainingfund.com.au

APPLICANT’S RESPONSIBILITY  
The applicant must demonstrate to the satisfaction   
of the Authority that any individual covered by a request for funding of training, is an eligible worker (see page 22).

HOW ARE TRAINING FUNDS ALLOCATED?  
The Authority 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 injured workers on rehabilitation, 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, employer or an independent contractor (see Eligible Person Criteria at page 21).
8. Product specific training courses will not be funded. Training courses must be generic.
9. The Authority will monitor the cost of training courses and may set a maximum amount to be funded per participant. The Authority will also evaluate the delivery of training courses and may audit the outcome of funded courses.
10. The Authority may withhold payment for training where an individual fails to successfully complete all components of the approved training course.

REGISTERED TRAINING ORGANISATIONS AND ACCEDITED 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 2011 Training Plan

The development of the 2011 Training Plan involved research and consultation with industry participants, and the Training Plan reflects the training priorities identified during this process.

The Training Plan identifies five key areas and activities that will continue to be funded in 2011:

* 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  2011 Training Plan was done in the following manner:

1. The ACT Regional Building and Construction Industry Training Council Inc. (CITC) provided reports to the Authority based on surveys, meetings and interviews with stakeholders, information from CITC members provided at CITC meetings and an industry breakfast. The information collected in this manner was collated to assist in the production of the 2011 Training Plan.
2. The ACT Utilities and Light Manufacturing Industry Training Board (ULMITB) provided information from the electrotechnology, electrical supply, refrigeration and air-conditioning and building services sectors, based on surveys, telephone interviews and individual consultations. This information was collated and used in the production of the 2011 Training Plan.
3. During April and May 2010 the Authority visited 38 joinery shops to discuss Levy collection agreements and training issues. The Authority also consulted the Bulk Water Alliance.

Registered Training Organisations and Group Training Organisations consulted included:

Australian Brick & Blocklaying Training Foundation

Canberra Institute of Technology

Construction Industry Training and Employment  Association (CITEA)

Master Builders Group Training

Capitol Skills Centre

Creative Safety Initiatives

HIA Group Training

Electro Group Training

Electro Skills Centre

WorkWatch

Safety Training & Compliance

Learning Options

Loadwise

Transformed

Regulatory and Planning Bodies consulted included:

ACT Planning & Land Authority, ACT WorkCover, Actew, ACT Department Land & Property Services.

ACT Department of Education, Training & Tertiary Education; Colleges and High Schools.

In addition, industry bodies and unions were consulted and these included the CEPU, CFMEU, Unions ACT, ACT Master Painters, ACT Master Plumbers, ACT HIA, MBA (ACT), ACT & Region Chamber of Commerce & Industry and the Property Council of Australia (ACT Division).

New Apprenticeship Centres, Caloola and Regional Group Training were also consulted.

Individual organisations within the commercial, housing and civil sectors were also consulted. Responses and comments received from individual organisations from all these sectors have been summarised for inclusion in the five key sectors of the Training Plan.

A number of stakeholders have indicated that it would be beneficial for the development of a 3 Year Industry Strategic Plan and that Plan be adopted by the Authority as the basis for the annual Training Plan and other strategic industry initiates.

OH&S Training Programs

**Occupational health and safety training continues to be the most discussed and reported issue that arises during the consultation process in the development of the Training Plan. In recognition of this, the TFA has included OH&S as a stand-alone topic since the 2007 Training Plan.**

OH&S training issues identified by   
stakeholders include:

ACT Construction Induction Card

Asbestos Awareness/Identification

Lead Paint Awareness/Identification

Safe Work Method Statement &   
Risk Assessment

How to competently perform a Risk Assessment

Site specific induction and OH&S training

How to devise a Site Emergency Plan

How to control dangerous/hazardous substances

What Licenses or Certifications are required   
for  differing tasks

Scaffolding and fall protection, handrail heights, height safety and rescue at heights

Elevated Work Platform and Basic Scaffolding training

Manual Handling

Electrical awareness and Test and Tag of electrical equipment

Confined Space training

First Aid at various levels

Certificate IV in OH&S, Diploma in OH&S   
and OH&S Auditing

OH&S training for Managers and Supervisors

Drug & Alcohol Awareness

Fatigue Awareness

Sun Protection training

Nutrition Awareness training

Explosive Power Tools training

Use of ladders/trestles/planks and the Scaffolding  & Lifts Regulations

Responsibilities of managing a return to   
work for injured employees

COAG initiates that encompass High   
Risk Licensing

The Authority will once again be pleased to be a sponsor for a specifically written Safety Handbook, compiled by ACT WorkCover, for the Building and Construction Industry (and related sectors). This handbook has been widely provided to industry and is available from ACT WorkCover, free of charge.

In 2010, the Authority funded OH&S training for 11,274 eligible industry workers. A 9% increase from 2009.

The Authority will continue to work with training providers to ensure that any OH&S training funded by the Authority 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](mailto:workcover@act.gov.au) or use the WorkCover website [www.workcover.act.gov.au](http://www.workcover.act.gov.au)

The Authority 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.

For a list of OH&S training and other courses funded in  2009–2010, refer to pages 25–35   
of the Plan.

Entry Level Training

**Entry Level Training funded under this program only applies to persons who are under 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 23 for the types of work and activities associated with the industry.**

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| OBJECTIVES | STRATEGIES | OUTCOMES |
| To increase the number of apprentices 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 apprentices 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 improve the retention  rate of apprentices. | Research industry trends and provide advice to government regarding the retention of apprentices. Continue to inform and promote the career opportunities within the industry. | Improve the retention  rate of apprentices. |
| To increase the number of students undertaking construction training at ACT schools and colleges. | Provide special funding options to schools and colleges that will increase the number of students undertaking construction training. | Increase the number of students who wish to pursue a career in the industry. |



Entry Level Training (continued)

The consultation process to develop the above-mentioned objectives, strategies and outcomes is described on page 8.

Offering financial incentives to trades with skills shortages has been quite successful over the past 7 years, with increases in the intake of apprentices to the trades of bricklaying, tiling, plastering and refrigeration and air-conditioning. In 2010 the Authority offered financial incentives in the trade of Furniture Making (Cabinet Making). The trades where these incentives will be offered in 2011 will be announced in January 2011.

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

A number of organisations voiced their strong support for ongoing financial support to individual employers who employ apprentices within their own business.

The Authority will continue to provide financial incentives to ACT schools and colleges that provide construction training.

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

Mature age (over 21 years) persons continue to enter apprenticeships in traditional trades within the electrotechnology and electricity supply industry and any training delivered to these apprentices should be industry relevant, specific and encourage lifelong learning.

Electrical testing, electrical controls, first aid, OH&S, basic computer skills relevant to the industry, sustainable/renewable energy, presentation skills, lineworking and cable jointing, post-trade courses and on-the-job training; and, new and emerging technologies.

Entry Level training needs / issues identified by stakeholders in the building and construction sector and civil construction included:

In Civil Construction there is a need to encourage individual companies to employ ‘Trainees’, either directly or through a Group Training Organisation, for a 2 year on-the-job traineeship utilizing a log book. Industry should aim to employ 15 trainees, per year.

Need to support employers, host employers and trainers in understanding ‘youth’ of today, together with teaching/training techniques and basic business skills.

Pre-apprenticeship programs whereby students will receive ‘job ready skills’.

New training courses for students wishing to participate in vocational education and training in the construction industry with an emphasis on developing communication and numeracy skills pertaining to the industry.

A major industry focus on School Based Apprenticeships in high schools and colleges offering alternative opportunities for them to be exposed to the construction industry.

Ongoing complimentary programs on drug and alcohol and life skills training for Entry and Existing Worker level persons.

Special communication programs to address literacy/numeracy/computer skills for non-trades and special target groups to enhance skills to provide those persons with better opportunities with the Industry.

Ongoing ‘Kids at Risk’ programs within the high  school system.

OH&S training including the Construction Induction Card and first aid.

Height safety training, manual handling, and  electrical awareness.

Skills Shortage Funding to be provided in trades as nominated by the Authority.

Existing Worker Training and Professional Development

The following information sets out some of the initiatives to assist existing workers and businesses to undertake training courses and programs. Details of approved training courses that were funded by the Authority during 2009–2010 are outlined on pages 25–35.

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| 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 Authority, and audit training course results. | Ensure that the training meets the criteria established by the Authority. |
| Increase worker and employer awareness of the Authority  and improve access to  training programs funded  by the Authority. | 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 training and professional development. |

The consultation process to develop the above-mentioned objectives, strategies and outcomes is described on page 8.

The Authority 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 through skills recognition, and requires additional training to attain that qualification, the Authority may fund up to 70% of the cost of that training. However, the Authority 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 and Professional Development (continued)

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

There remains a shortage of Electrotechnology and ESI Trade Teachers and the provision of bridging/training programs would provide considerable opportunity for industry workers to move into the VET professional workforce.

Sustainable and Renewable Energy, Business Skills and Bookkeeping, Professional Development on New Technologies, Dual Qualifications, Risk Assessment and Management, Diagnostics and Schematics, Managerial Skills and Leadership, Radar and Defence Applications. Other training needs were identified in Information Technology, Professional Development and Updating of Rules and Regulation, Data Communication, Basic Cabling (Austel), OH&S, Fault Finding Skills, Computer Skills, Networking, First Aid, Fiber Optics, Business Management, Smart Wiring, Electronics, Systems Electricians and Industry Knowledge.

It was widely reported that there are severe shortages of fully qualified Electricians, Lineworkers (distribution), Cable Jointers, and Electronics Trades persons. Skills in demand include Broadband and Internet Services, E-commerce skills, Mobile Phone Technologies, Multimedia Content Development, Wireless Technology, Voice Over Internet Protocol (VoIP), Traditional Network Skills and NBN Broadband Rollout.

Preferred training delivery methods were identified as evening training, Block Release or full day courses.

In view of the training issues reported in this sector, it is vital that local employers continue to employ and train staff against the following Certificate III qualifications: Electrotechnology Electrician, Electrotechnology Refrigeration and Air-Conditioning, ESI – Distribution (Lineworker), ESI – Cable Jointing, Renewable Energy ELV, Telecommunications (Customer Premises, Cabling & Equipment, and Telecommunications.

Existing Worker training needs / issues identified by stakeholders in the building and construction sector and civil construction included:

A suite of new programs to meet changing legislations in all sectors of the industry, including OH&S Compliance, Environmental, Energy Efficiency and Resource reuse/recycling. A particular focus needs to be placed on waterproofing, site supervision, general concreting and Certificate II and III Level, steel fixing and formwork carpentry.

Current and up-to-date refresher programs   
on OH&S.

Programs to assist all workers in stress management.

Programs to assist employers, supervisors, managers and those with a ‘duty of care’ to understand the ‘youth of today’ and to determine the appropriate training and education techniques that will assist in meeting the requirement of young workers.

A suite of programs for cost control and forecasting, programme management, tendering and project administration.

Specific new programs to meet the requirements of the Federal Safety Commission.

Ongoing, new and upgraded First Aid training programs.

Additional Courses and Programs for Certificates II, III, IV and V Cadetship Programs to meet the new qualifications within the Training Package.

New training programs designed specifically   
for asbestos.

Ongoing training and professional development courses for persons seeking to meet the ACT requirements to obtain a Builders License (various classes).

Regular updates on WorkCover issues and requirements.

A training program to cover the roles and responsibilities of every individual worker, and employer/employee responsibilities.

Existing Worker Training and Professional Development (continued)

Customer service issues, including: personal hygiene, appropriate dress and how to communicate effectively and appropriately with customers and clients.

Training in the use of Laser Levels.

Computer courses in Excel, Microsoft Word, Outlook and MYOB.

Plan reading.

People management and communication, leadership skills and time management.

OH&S Accreditation and Auditing.

Workplace Training and Assessment Certificate IV and Diploma.

Frontline Management Certificate IV and

Diploma.

Green Living – environmental programs – residential and commercial.

Elevated Work Platform.

Traffic Management.

Testing and Tagging.

Restricted Electrical Licensing.

Gas appliance servicing Type A and Type B.

Gas Services Tutorial.

Earthmoving plant operator and truck licences.

Human resources management.

Promotion and Marketing

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

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| --- | --- | --- |
| OBJECTIVES | STRATEGIES | OUTCOMES |
| Increase the awareness amongst stakeholders as to the Authority’s funded programs. | Liaise with stakeholders to promote access to the Authority’s funded programs with an emphasis on funding incentives to address skills shortages in specific occupations. | Increased access to Authority funded programs and address skills shortages. |
| Promote education and training 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 training funded by the Authority. |
| 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 8.

The Authority through its compliance and liaison activities provides information to, and consults with, a wide range of stakeholders.

The Authority produces a bi-monthly newsletter, and uses direct mailing, industry functions, and a website to promote the role of the Authority. The Authority’s website offers a comprehensive range of information, including – the Annual Report, the Training Plan, and application forms. The website is www.trainingfund.com.au

The Authority will continue its ongoing relationship with the Construction Industry Training Council and other training advisory bodies, registered training organisations and group training organisations, by

consulting on a regular basis and undertaking joint partnership ventures that meet objectives of the Authority.

The Authority 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 excellent career opportunities in the industry.

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

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

Promotion and Marketing (continued)

During the consultation process for the 2011 Training Plan, issues identified by stakeholders included:

Promote the building and construction industry as an excellent career choice. This can be done through existing programs in schools and colleges by promoting trades and cadetships.

Market the benefits to small businesses and sub-contractors of employing an apprentice direct or through a Group Training Organisation, and advise employers of training funding available from the Authority.

Develop opportunities for employer engagement and partnerships with schools and colleges through schemes such as ‘Adopt a School.’

Promote the role of Group Training Organisations and Registered Training Organisations (RTO’s), and advise stakeholders on the courses delivered   
by RTOs.

Encourage all trades to work on a Community project that includes 3rd and 4th year apprentices. This will foster a better appreciation amongst apprentices of the skills in all trades and develop team work skills. Parent organisations should be encouraged to become involved.

Continue to encourage the entry of women   
into the industry by promoting, through   
various events and activities, the career   
paths available.

Offer financial assistance to individuals and/or their employers to allow them to participate in competitions such as World Skills.

Assist and support industry to establish promotional stands at career advice functions.



Research and Development

The following information sets out the initiatives the AUTHORITY will adopt in research and development during 2011.

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| OBJECTIVES | STRATEGIES | OUTCOMES |
| Liaise with stakeholders and identify changes in building technology, methods, materials and legislation that will require new training courses. | Ensure stakeholder involvement with the development of the Authority’s Training Plan. | The Authority responds promptly by providing funding for the development of these new  training courses. |
| Ensure the Authority has the funding required to develop these new courses. | Continual liaison with industry sectors to keep informed on training issues. | The Authority provides relevant and innovative resources to industry and government for the training needs of the industry. |

The consultation process to develop the above-mentioned objectives, strategies and outcomes is described on page 8.

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

To enhance this liaison role, the Authority (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 Authority will consider applications for funding from registered training organisations to develop both training and assessment resources that will deliver relevant and innovative training outcomes not currently being provided.

During the consultation process for the 2011 Plan, training issues identified by stakeholders included:

Undertake research into the obstacles facing employers in either directly employing or   
hosting an apprentice through  a Group   
Training Company.Undertake research into the status of employee’s health (including stress levels), welfare and the transition of injured workers back into meaningful and productive work.

Develop new programs to address a range of new regulatory requirement in OH&S and Licensing.

Assist industry to develop an industry training database.

Assist industry to develop resources specific to the  civil sector.

Assist industry to research into the cultural and behavioral issues within various sectors so that appropriate training programs can be developed.

Research to identify the post school destination of both VET in schools and students and ASBA’s in the Building and Construction Industry, and the degree of successful transition (and the associated reasons and influences) of ASBA’s into full-time apprenticeships.

Access and Equity

The following information sets out some of the initiatives the TFA will adopt to promote access and equity during 2011.

|  |  |  |
| --- | --- | --- |
| OBJECTIVES | STRATEGIES | OUTCOMES |
| Enhance training opportunities for:  Women in the industry.  Workers with special language and literacy needs.  Aboriginal and Torres Strait Islander workers.  Workers with an injury or disability.  Young workers at risk. | Provide supplementary funding for the training of identified groups.  Market the benefits of training to workers with special training needs. Provide high quality literacy and numeracy training courses as required.  Provide financial incentives to employers to train indigenous Australians. Alter interview techniques to accommodate cultural differences.  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. |

The consultation process to develop the above-mentioned objectives, strategies and outcomes is described on page 8.

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

During the consultation process for the 2011 Training Plan issues identified by stakeholders included:

Literacy, numeracy, verbal presentation training, including introduction to computers.

Ongoing commitment to organisations and individual employers who participate in ‘Kids at Risk’ programs for Year 10 students.

Continue to fund the Tradeswomen in Building and Construction campaign that was launched in September 2008 to encourage women to seek a career in the industry. For more details of the campaign visit the website  on [www.tradeswomen.com.au](http://www.tradeswomen.com.au)



Governance, Finance and Administration

|  |  |  |
| --- | --- | --- |
| OBJECTIVES | STRATEGIES | OUTCOMES |
| Ensure the Authority 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 Authority 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 Authority 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 Authority policies in assessing applications. | Continued high level of compliance with the Training Plan criteria from applicants. |
| Ensure the efficiency of the administration of the Authority, and the use of Training Funds. | Continual review of internal administrative procedures. | Continued efficient operation of the Authority’s administration and effective and targeted use of Training Funds. |
| Establish measures to assess the effectiveness of training delivered. | Conduct audits of Authority 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 Authority. | Compliance is maintained to the satisfaction of the Authority. |

The Authority 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 Board of the Authority on the basis of regular staff reports.

The effectiveness of the Authority’s funded training programs is monitored and audits of the Authority’s funded training are conducted to ensure the accountability of expenditure and training outcomes.

Internal procedures are regularly assessed to ensure ongoing efficiency to deliver the most effective use of the Authority’s training funds.

Compliance Activity

The Authority 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”. The Act can be downloaded online at http://www.legislation.act.gov.au

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 22. Work that is exempt from the Levy includes work valued at less that $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. ACTPLA is authorised to collect the Levy on such work, acting as an agent for the Authority.

The payment of the Levy on non-building approval work, such as civil works, landscaping, utilities and telecommunications, is arranged between the Authority 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 Authority, the work is monitored to determine if a Levy liability exists. The Authority will then contact the Project Owner to achieve compliance. The Authority has a statutory obligation to ensure that the requirements of the Act are observed.

Self-assessment of the Levy

The Authority has written self-assessment agreements with a wide range of stakeholders, including - Private Sector Estate Developers, the ACT Land Development Agency, ActewAGL, TransACT, Telstra, the Australian National University, Private Hospitals, Retail Shopping Centres and Clubs (including Golf, Bowling and Racing Clubs). The practice of ACT Government Departments and Agencies is to make a single annual Levy payment at the end of each financial year.

These self-assessment agreements are an important source of Levy for the Authority and account for about 22% 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 non-building approval work.

Other Levy Collection Arrangements

Since 2003, the Authority has had in place written agreements which authorises major Kitchen Manufacturers (Joinery Shops) to act as an Agent for the Authority and collect the Levy on kitchen refurbishment work in existing homes, where the work does not require a building approval from ACTPLA.

Promotion and Education

The Authority works closely with industry stakeholders, industry bodies, businesses and government agencies to promote the role of the authority 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 or Agent may apply, in writing, to the Authority for a refund. Where a civil project is abandoned after commencement and 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 Authority has regular contact with stakeholders such as:

building and construction employers

group training organisations

unions and employer organisations

schools and colleges

registered training organizations

ACT Government

student to industry program

The Authority also liaises with stakeholders on matters such as:

apprenticeships and entry level training

group training

school-to-work transition

skills shortages

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

To assist the Authority communicate to a wide range of stakeholders, the Authority uses – its own website, bi-monthly newsletter, direct mail, meetings with industry, functions and advertising in industry journals. The Authority also produces documents and brochures to inform the community of its responsibilities and activities, and to provide information for Entry Level and Existing Workers, RTOs and GTOs.

The Authority has also produced a range of promotion and marketing material, including a DVD designed to increase the awareness and participation rate of females in apprenticeships in the construction, electrotechnology and horticulture industries in the ACT. An independent website has been established and more information can be found at www.tradeswomen.com.au

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

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

**Ray Stowers**Industry Liaison Officer



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 23; or is a person deemed as an Eligible Person on application to the Authority. An eligible person can be   
either an employer, 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. |
| An apprentice under a NSW contract  of training. | Conditional | The Apprentice must be substantially engaged (80%), in the ACT, in work covered by the Schedule of Work in the Act, and is only eligible for existing worker funding. |

Work liable for the Training Levy

Project Owners are liable to pay the Levy on work set out in the schedule of the Act. The schedule 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.

**EXEMPT WORK:**

Exempt Work is that:

1. The value of which does not exceed $10,000.

2. Work carried out by a public authority using its own staff.

1. 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.
2. 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.
3. The construction, repair, alteration or removal   
   of a playing field, golf course, racecourse,   
   stadium, swimming pool or other sporting or recreational facility.
4. Landscaping or the construction, alteration   
   or removal of a park or garden.
5. Work to improve the drainage of land.
6. 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.
7. Any site preparation work (including pile driving) preliminary to the performance of any   
   construction work.



Courses funded in 2009 – 2010 and contact details

**Funding for training is not restricted to these courses only.   
For further information contact the Training Fund Authority.**

|  |  |  |
| --- | --- | --- |
| Training Program | Registered Training Organisation | CONTACT |
| Accident Investigation | Safety Training & Compliance | 6247 2939 |
|  |  |  |
| ACT Construction Induction Card | Creative Safety Initiatives | 6230 1320 |
| ACT Construction Induction Card | Electro Skills Centre | 6163 6613 |
| ACT Construction Induction Card | HIA | 6285 7300 |
| ACT Construction Induction Card | Master Plumbers Association | 6241 7127 |
| ACT Construction Induction Card | Master Builders Group Training | 6280 9119 |
| ACT Construction Induction Card | Parasol EMT | 1300 366 818 |
| ACT Construction Induction Card | Safety Training & Compliance | 6247 2939 |
|  |  |  |
| Asbestos – Awareness Training | Creative Safety Initiatives | 6230 1320 |
| Asbestos – Awareness Training | HIA | 6285 7300 |
| Asbestos – Awareness Training | Master Plumbers Association | 6241 7127 |
| Asbestos – Identification and Safe Handling | Master Builders Group Training | 6280 9119 |
| Asbestos – Removal & Supervision | Master Builders Group Training | 6280 9119 |
|  |  |  |
| Audit Training Course | Creative Safety Initiatives | 6230 1320 |
|  |  |  |
| Autocad | Master Plumbers Association | 6241 7127 |
|  |  |  |
| B & C – Security of Payments Act 2009 | Master Builders Group Training | 6280 9119 |
|  |  |  |
| Basic Dogging | CIT Solutions | 6207 3188 |
| Basic Dogging | Coates | 8796 5011 |
| Basic Dogging | Creative Safety Initiatives | 6230 1320 |
| Basic Dogging | Safety Training & Compliance | 6247 2939 |
|  |  |  |
| Basic Rigging | CIT Solutions | 6207 3188 |
| Basic Rigging | Coates | 8796 5011 |
| Basic Rigging | Creative Safety Initiatives | 6230 1320 |
| Basic Rigging | Safety Training & Compliance | 6247 2939 |
|  |  |  |
| Basic Scaffolding | CIT Solutions | 6207 3188 |
| Basic Scaffolding | Coates | 8796 5011 |
| Basic Scaffolding | Creative Safety Initiatives | 6230 1320 |
| Basic Scaffolding | Safety Training & Compliance | 6247 2939 |
|  |  |  |
| BASIX Course | HIA | 6285 7300 |
|  |  |  |
| Boom-Type Elevated Platform Work | Safety Training & Compliance | 6247 2939 |
|  |  |  |
| Building Code of Australia (Awareness) | Master Builders Group Training | 6280 9119 |
| Building Codes of Australia (Application) | HIA | 6285 7300 |
| Building Codes of Australia (Residential Slabs & Footings) | HIA | 6285 7300 |
| Building Codes of Australia  (Timber Framing Code) | HIA | 6285 7300 |
|  |  |  |
| Bullying and Harrassment Training | Master Builders Group Training | 6280 9119 |
| Bullying, Harrassment  & Racial Vilification | Creative Safety Initiatives | 6230 1320 |
|  |  |  |
| Cable Hauling | Electro Skills Centre | 6163 6613 |
| Cable Jointing (Advanced) | Electro Skills Centre | 6163 6613 |
| Cable Jointing (Basic) | Electro Skills Centre | 6163 6613 |
|  |  |  |
| Cert IV in Building and Construction (Licencing Modules) | HIA | 6285 7300 |
| Cert IV in Building and Construction (Licencing Modules) | Master Builders Group Training | 6280 9119 |
|  |  |  |
| Cert IV in Occupational Health & Safety | Creative Safety Initiatives | 6230 1320 |
| Cert IV in Occupational Health & Safety | Master Builders Group Training | 6280 9119 |
| Cert IV in Occupational Health & Safety | Safety Training & Compliance | 6247 2939 |
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| Cert IV in Project Management | Safety Training & Compliance | 6247 2939 |
|  |  |  |
| Cert IV in Workplace Trainer & Assessor | Creative Safety Initiatives | 6230 1320 |
| Cert IV in Workplace Trainer & Assessor | Master Builders Group Training | 6280 9119 |
| Cert IV in Workplace Trainer & Assessor | Safety Training & Compliance | 6247 2939 |
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| Compliance Testing | Electro Skills Centre | 6163 6613 |
|  |  |  |
| Computer Software (EXCEL, WORD, Microsoft Project, Quote Fast) | Master Builders Group Training | 6280 9119 |
| Computer Software (EXCEL, WORD, Microsoft Project) | Wisdom | 8796 5011 |
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| Computerised Accounting | Master Plumbers Association | 6241 7127 |
| Computerised Accounting | Master Builders Group Training | 6280 9119 |
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| Confined Space Training | Actew/AGL | 6293 5111 |
| Confined Space Training | Creative Safety Initiatives | 6230 1320 |
| Confined Space Training | Master Plumbers Association | 6241 7127 |
| Confined Space Training | Master Builders Group Training | 6280 9119 |
| Confined Space Training – (Refresher) | Creative Safety Initiatives | 6230 1320 |
| Confined Space Training – (Refresher) | Master Plumbers Association | 6241 7127 |
| Confined Space Training – (Refresher) | Master Builders Group Training | 6280 9119 |
| Confined Space Training – (Refresher) | Actew/AGL | 6293 5111 |
|  |  |  |
| Contract Administration  & Security of Payments | NECA | 9744 1099 |
|  |  |  |
| DC Theory | Electro Skills Centre | 6163 6613 |
|  |  |  |
| Design & Install Grid Connected Photovoltaic Systems | NECA | 9744 1099 |
|  |  |  |
| Diploma in Occupational Health & Safety | Master Builders Group Training | 6280 9119 |
| Diploma in Workplace Trainer  & Assessor | Master Builders Group Training | 6280 9119 |
| Diploma of Building and Construction (Building) | Master Builders Group Training | 6280 9119 |
| Diploma of Building and Construction (Management) | Master Builders Group Training | 6280 9119 |
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| Diploma of Project Management | Safety Training & Compliance | 6247 2939 |
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| Dust and Disease Awareness | Creative Safety Initiatives | 6230 1320 |
|  |  |  |
| Eco Smart | NECA | 9744 1099 |
|  |  |  |
| Electrical Energy Efficiency | NECA | 9744 1099 |
|  |  |  |
| Electrical Awareness | Creative Safety Initiatives | 6230 1320 |
| Electrical Awareness | Safety Training & Compliance | 6247 2939 |
|  |  |  |
| Elevated Work Platforms – EWP | Coates | 8796 5011 |
| Elevated Work Platforms – EWP | Creative Safety Initiatives | 6230 1320 |
| Elevated Work Platforms – EWP | Master Plumbers Association | 6241 7127 |
| Elevated Work Platforms – EWP | Master Builders Group Training | 6280 9119 |
|  |  |  |
| Environmental Awareness  (GreenSmart) – Induction | HIA | 6285 7300 |
| Environmental Awareness (GreenSmart) – Professional | HIA | 6285 7300 |
| Environmental Awareness (GreenSmart) – Professional – Refresher | HIA | 6285 7300 |
|  |  |  |
| Explosive Power Tools | Creative Safety Initiatives | 6230 1320 |
| Explosive Power Tools | Master Builders Group Training | 6280 9119 |
|  |  |  |
| First Aid – Basic | Master Builders Group Training | 6280 9119 |
| First Aid – CPR | Creative Safety Initiatives | 6230 1320 |
| First Aid – CPR | Parasol EMT | 1300 366 818 |
| First Aid – CPR | St Johns Ambulance | 6282 2399 |
| First Aid – Mental Health | HIA | 6285 7300 |
| First Aid – Refresher | HIA | 6285 7300 |
| First Aid – Refresher | Master Plumbers Association | 6241 7127 |
| First Aid – Refresher | Creative Safety Initiatives | 6230 1320 |
| First Aid – Refresher | Parasol EMT | 1300 366 818 |
| First Aid – Refresher | St Johns Ambulance | 6282 2399 |
| First Aid – Senior | Creative Safety Initiatives | 6230 1320 |
| First Aid – Senior | HIA | 6285 7300 |
| First Aid – Senior | Master Plumbers Association | 6241 7127 |
| First Aid – Senior | NECA | 9744 1099 |
| First Aid – Senior | Parasol EMT | 1300 366 818 |
| First Aid – Senior | St Johns Ambulance | 6282 2399 |
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| Forklift Training | Creative Safety Initiatives | 6230 1320 |
| Forklift Training | Safety Training & Compliance | 6247 2939 |
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| Green Living Program | Master Builders Group Training | 6280 9119 |
|  |  |  |
| Heavy/Medium/Light Rigid  Truck Licence | Transport Industry Skills Centre | 6297 7187 |
|  |  |  |
| Industrial Compliance Training | Creative Safety Initiatives | 6230 1320 |
|  |  |  |
| Introduction to Information & Communication Technologies | Creative Safety Initiatives | 6230 1320 |
|  |  |  |
| Introductory & Advanced Estimating | Electro Skills Centre | 6163 6613 |
| Introductory & Advanced Estimating | Master Plumbers Association | 6241 7127 |
| Introductory & Advanced Estimating | NECA | 9744 1099 |
|  |  |  |
| Manual Handling | Creative Safety Initiatives | 6230 1320 |
| Manual Handling | Master Plumbers Association | 6241 7127 |
| Manual Handling | Master Builders Group Training | 6280 9119 |
| Manual Handling | Safety Training & Compliance | 6247 2939 |
| Manual Handling | Work Watch | 6249 1099 |
|  |  |  |
| Nutrition Training | Creative Safety Initiatives | 6230 1320 |
|  |  |  |
| OH&S Documentation & Practice in Building & Construction | Master Builders Group Training | 6280 9119 |
|  |  |  |
| OH&S for Managers & Supervisors | Creative Safety Initiatives | 6230 1320 |
| OH&S for Managers & Supervisors | Master Builders Group Training | 6280 9119 |
| OH&S for Managers & Supervisors | Work Watch | 6249 1099 |
|  |  |  |
| OH&S Responsibility/Drug&Alcohol/Fatigue | Creative Safety Initiatives | 6230 1320 |
|  |  |  |
| OH&S Risk Management  for Managers & Supervisors | HIA | 6285 7300 |
| OH&S Risk Management  for Managers & Supervisors | Master Builders Group Training | 6280 9119 |
| OH&S Risk Management  for Managers & Supervisors | Safety Training & Compliance | 6247 2939 |
|  |  |  |
| OHS Committee Member Training | Creative Safety Initiatives | 6230 1320 |
| OHS Committee Member Training | Work Watch | 6249 1099 |
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| Optic Fibre to the Home | Electro Skills Centre | 6163 6613 |
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| Pit and Pipe | Electro Skills Centre | 6163 6613 |
|  |  |  |
| Power Tool Awareness | Master Builders Group Training | 6280 9119 |
|  |  |  |
| Project Emergency Planning | Safety Training & Compliance | 6247 2939 |
|  |  |  |
| Project Management | Electro Skills Centre | 6163 6613 |
|  |  |  |
| Restricted Electrical Licence | Master Plumbers Association | 6241 7127 |
|  |  |  |
| Safe erection pre-cast concrete tilt-up panel | Creative Safety Initiatives | 6230 1320 |
|  |  |  |
| Safe Talk – (Suicide Awareness) | Ozhelp | 6251 4166 |
| Safe Talk – General Awareness Training (Suicide Awareness) | Ozhelp | 6251 4166 |
|  |  |  |
| Scaffolding – Restricted Height | Creative Safety Initiatives | 6230 1320 |
| Scaffolding – Restricted Height | Master Builders Group Training | 6280 9119 |
|  |  |  |
| Slewing Mobile Crane (up to 20 tonnes) | Safety Training & Compliance | 6247 2939 |
| Slewing Mobile Crane (up to 60 tonnes) | Safety Training & Compliance | 6247 2939 |
|  |  |  |
| SunSmart Training | Creative Safety Initiatives | 6230 1320 |
|  |  |  |
| Teledata (Coaxial Cabling) Course | Electro Skills Centre | 6163 6613 |
| Teledata (Coaxial Cabling) Course | J B Hunter Technology | 1800 672 933 |
| Teledata (Open Registration) | Electro Skills Centre | 6163 6613 |
| Teledata (Open Registration) | J B Hunter Technology | 1800 672 933 |
| Teledata (Open Registration) | NECA | 9744 1099 |
| Teledata (Optical Fibre) | Electro Skills Centre | 6163 6613 |
| Teledata (Optical Fibre) | J B Hunter Technology | 1800 672 933 |
| Teledata (Restricted – Open Registration) | Electro Skills Centre | 6163 6613 |
| Teledata (Restricted – Open Registration) | J B Hunter Technology | 1800 672 933 |
| Teledata (Restricted – Open Registration) | NECA | 9744 1099 |
| Teledata BCL (Structured  Category 5) Course | Electro Skills Centre | 6163 6613 |
| Teledata BCL (Structured  Category 5) Course | J B Hunter Technology | 1800 672 933 |
|  |  |  |
| Testing & Tagging of Electrical Equipment | HIA | 6285 7300 |
| Testing & Tagging of Electrical Equipment | Master Plumbers Association | 6241 7127 |
|  |  |  |
| Thermal Assessment Energy Rating | Master Builders Group Training | 6280 9119 |
|  |  |  |
| Traffic Management – (Various Topics) | Actew/AGL | 6293 5111 |
| Traffic Management – (Various Topics) | Creative Safety Initiatives | 6230 1320 |
| Traffic Management – (Various Topics) | Master Plumbers Association | 6241 7127 |
| Traffic Management – (Various Topics) | Master Builders Group Training | 6280 9119 |
|  |  |  |
| Vehicle Loading Crane  (Greater than 10 tonnes) | Safety Training & Compliance | 6247 2939 |
|  |  |  |
| WaterWise Training Course | Master Plumbers Association | 6241 7127 |
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| Wet Area Waterproofing | CITEA | 6257 8344 |
| Wet Area Waterproofing | HIA | 6285 7300 |
| Wet Area Waterproofing | Master Builders Group Training | 6280 9119 |
|  |  |  |
| Work Safety Representatives  (WSR) Training | Creative Safety Initiatives | 6230 1320 |
| Work Safety Representatives  (WSR) Training | Master Plumbers Association | 6241 7127 |
| Work Safety Representatives  (WSR) Training | Master Builders Group Training | 6280 9119 |
| Work Safety Representatives  (WSR) Training | Safety Training & Compliance | 6247 2939 |
| Work Safety Representatives  (WSR) Training | Work Watch | 6249 1099 |
|  |  |  |
| Working Safely at Heights | Actew/AGL | 6293 5111 |
| Working Safely at Heights | Creative Safety Initiatives | 6230 1320 |
| Working Safely at Heights | Master Plumbers Association | 6241 7127 |
| Working Safely at Heights | Master Builders Group Training | 6280 9119 |
| Working Safely at Heights | Safety Training & Compliance | 6247 2939 |
|  |  |  |
| Working Safely on Roofs | Master Builders Group Training | 6280 9119 |
|  |  |  |