

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



ACT BUILDING AND CONSTRUCTION INDUSTRY



**TRAINING FUND
AUTHORITY**



2011 Training Plan

ACT BUILDING AND CONSTRUCTION INDUSTRY
TRAINING FUND AUTHORITY

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(Contains a link to the Tradeswomen in Building and Construction campaign)

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COMMENTS REGARDING THE ANNUAL TRAINING PLAN AND ITS DEVELOPMENT
ARE WELCOME. PLEASE EMAIL THE PLAN CO-COORDINATOR, COLIN MCJANNETT
– colin@trainingfund.com.au



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.afcift.com.au

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



Minister's Statement

**ANDREW BARR MLA**

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



JAMES G SERVICE

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 where 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 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



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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



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Plan and other strategic industry initiatives.



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 initiatives 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 or use the WorkCover website 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.

OBJECTIVES	STRATEGIES	OUTCOMES
<ul style="list-style-type: none">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.	<ul style="list-style-type: none">Provide financial incentives to Group Training Organisations and individual employers to employ and train apprentices 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 improve the retention rate of apprentices.	<ul style="list-style-type: none">Research industry trends and provide advice to government regarding the retention of apprentices. Continue to inform and promote the career opportunities within the industry.	<ul style="list-style-type: none">Improve the retention rate of apprentices.
<ul style="list-style-type: none">To increase the number of students undertaking construction training at ACT schools and colleges.	<ul style="list-style-type: none">Provide special funding options to schools and colleges that will increase the number of students undertaking construction training.	<ul style="list-style-type: none">Increase the number of students who wish to pursue a career in the industry.



2010 CITC AWARDS—GRADUATING APPRENTICES

The Authority is a Gold Sponsor of these Awards.



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.

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 Authority, and audit training course results.	<ul style="list-style-type: none">Ensure that the training meets the criteria established by the Authority.
<ul style="list-style-type: none">Increase worker and employer awareness of the Authority and improve access to training programs funded by the Authority.	<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 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.

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.

KNOCK! KNOCK!
COMMITTED
SMART
RELIABLE
FINISHER
KEEN
Open the door to quality staff.

Tradeswomen
in building and construction

The Training Fund Authority is committed to encouraging women to enter the ACT building and construction industry via a trade and to contribute to our creative and dynamic industry.

ACT BUILDING AND CONSTRUCTION INDUSTRY
TRAINING FUND
AUTHORITY

"I'm a great believer in women in the industry —all of it"
MICK BURGESS Urban Contractors

Trade skills lay a solid foundation for moving into other areas of a trade.

Women can progress through your business from a trade to other key areas, thereby rounding out the available skills base.

Tradeswomen
in building and construction

Currently in the ACT only 21% of tradespeople are women, yet a high percentage of women complete their apprenticeships. Women make a conscious choice to enter the industry and the Training Fund Authority is committed to encouraging women to enter the industry via a trade and to contribute to our creative and dynamic industry.

ACT BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND AUTHORITY
Suite 1, National Association Centre, 31 Constitution Avenue, Canberra ACT 2602
Phone: 6262 5630 Fax: 6257 5255 www.trainingfund.com.au

"I make it a point to hire the right person for the job"
JOHN STEPHENS Custom Plumbing Services
EMPLOYER OF 2008 APPRENTICE OF THE YEAR RACHEL KELLEY

I employ plumbers—male and female—it doesn't matter. If they can do the work, they've got the job.

As an employer, it is satisfying to assist a woman through a trade apprenticeship.

Tradeswomen
in building and construction

Currently in the ACT only 21% of tradespeople are women, yet a high percentage of women complete their apprenticeships. Women make a conscious choice to enter the industry and the Training Fund Authority is committed to encouraging women to enter the industry via a trade and to contribute to our creative and dynamic industry.

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"Girls have the ability to think outside the square. They're creative problem solvers"
NEAL LAMB Electro-Group Training

All apprentices need to pass aptitude tests and girls have the same mechanical aptitude; they're good at detail and using their hands and minds on the job. They are also good in areas where good client skills are required.

Tradeswomen
in building and construction

Currently in the ACT only 21% of tradespeople are women, yet a high percentage of women complete their apprenticeships. Women make a conscious choice to enter the industry and the Training Fund Authority is committed to encouraging women to enter the industry via a trade and to contribute to our creative and dynamic industry.

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TRADESWOMEN IN BUILDING AND CONSTRUCTION CAMPAIGN—STAGE 2—EMPLOYERS



Research and Development

THE FOLLOWING INFORMATION SETS OUT THE INITIATIVES THE AUTHORITY WILL ADOPT IN RESEARCH AND DEVELOPMENT DURING 2011.

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





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 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. 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



ELECTRO GROUP APPRENTICES



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.

4. The construction, erection, alteration, repair, renovation, demolition, maintenance or removal of a building or structure.
5. 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.
6. 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.
7. The construction, alteration, repair, demolition, or removal of an aircraft runway or helicopter-landing pad.
8. The construction, alteration, repair, demolition, or removal of a bridge, viaduct, aqueduct, or tunnel.
9. The construction, alteration, repair, demolition, or removal of a harbour, breakwater, retaining wall, or marina.
10. The performance of excavation work.
11. 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.
12. The laying of pipes and other prefabricated material in the ground.
13. 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.
14. 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.
15. 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.
16. The construction, repair, alteration or removal of a playing field, golf course, racecourse, stadium, swimming pool or other sporting or recreational facility.
17. Landscaping or the construction, alteration or removal of a park or garden.
18. Work to improve the drainage of land.
19. 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.
20. Any site preparation work (including pile driving) preliminary to the performance of any construction work.

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.



ACT BUILDING AND CONSTRUCTION INDUSTRY



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2010 CITC AWARDS—GARY GUY AND JUSTIN POIDEVIN



2010 CITC AWARDS—ANDREW BARR MLA AND SARAH PRITCHARD



RAY STOWERS WITH HIA APPRENTICES



MBA KIDS ASSIST PROGRAM FOR YEAR 10 STUDENTS



WESTFIELD MALL, BELCONNEN



GUNGAHLIN COLLEGE, LIBRARY & CIT LEARNING CENTRE



ACT BUILDING AND CONSTRUCTION INDUSTRY

**TRAINING FUND
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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



ACT BUILDING AND CONSTRUCTION INDUSTRY

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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
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
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
Computerised Accounting	Master Plumbers Association	6241 7127
Computerised Accounting	Master Builders Group Training	6280 9119
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
Diploma of Project Management	Safety Training & Compliance	6247 2939
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



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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
Forklift Training	Creative Safety Initiatives	6230 1320
Forklift Training	Safety Training & Compliance	6247 2939
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



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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
Optic Fibre to the Home	Electro Skills Centre	6163 6613
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	Creative Safety Initiatives	6230 1320



panel		
Safe Talk – (Suicide Awareness)	Ozhelph	6251 4166
Safe Talk – General Awareness Training (Suicide Awareness)	Ozhelph	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



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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
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



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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