

Australian Capital Territory

# Building and Construction Industry Training Levy (Training Plan) Approval 2007

Notifiable Instrument NI2007–395

made under the

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

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**1 Name of Instrument**

This instrument is the *Building and Construction Industry Training Levy (Training Plan) Approval 2007*.

**2 Commencement**

This instrument commences on the day after notification.

**3 Approval**

I approve the Building and Construction Industry Training Plan 2008 set out in the schedule.

Andrew Barr MLA  
Minister for Education and Training  
31 October 2007



# 2008 Training Plan

ACT BUILDING AND CONSTRUCTION INDUSTRY  
TRAINING FUND AUTHORITY

ACT Building and Construction Industry Training Fund Authority  
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CAMPBELL ACT 2612  
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Phone 02 6262 5630 Fax 02 6257 5058



**CITEA GROUP APPRENTICES**



**MATHEW NAUGHTON (LEFT) WITH HOST EMPLOYER JOHN DAGLIS**

Mathew Naughton (left) – HIA 3rd year Tiling Apprentice and winner of the CIT Wall and Floor Tiling Apprentice of 2007



**TRENT NORTHOVER – MBA CADET OF 2007**

Photo courtesy of the Master Builders Association of the ACT.



**SCHOOL BASED APPRENTICES AT DICKSON COLLEGE**

A program funded by the TFA



**2007 CITC – NRMA INSURANCE GRADUATING APPRENTICE AND INDUSTRY ENCOURAGEMENT AWARDS EVENT**

The TFA is a Gold Sponsor of these awards. Photo courtesy of CITC.



## Table of Contents

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TABLE OF CONTENTS	1
TFA STRUCTURE	2
MINISTER'S STATEMENT	3
CHAIRMAN'S REPORT	4
ADMINISTRATION OF THE FUND	5
DEVELOPMENT OF THE 2008 TRAINING PLAN	6
TFA COMMITMENT TO FUNDING OF OH&S TRAINING	7
ENTRY LEVEL TRAINING	8
EXISTING WORKER TRAINING AND PROFESSIONAL DEVELOPMENT	10
PROMOTION AND MARKETING	12
RESEARCH AND DEVELOPMENT	13
ACCESS AND EQUITY	14
GOVERNANCE, FINANCE AND ADMINISTRATION	15
COMPLIANCE ACTIVITY	16
INDUSTRY LIAISON ACTIVITY	17
ELIGIBLE PERSON CRITERIA	18
WORK LIABLE FOR THE TRAINING LEVY	19
COURSES FUNDED IN 2007 AND CONTACT DETAILS	20



**ACT BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND AUTHORITY**  
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## ACT Building & Construction Industry Training Fund Authority



BOARD MEMBERS – AS AT OCTOBER 2006: Mr. John Hailey, Ms. Sarah Schoonwater, Mr. Brian O'Reilly, Mr. James Service, Ms. Alison Just

The ACT Building and Construction Industry Training Fund Authority (TFA) was established in 1999 to administer an industry training fund and to make payments for industry training, in accordance with the annual training plan. The TFA 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 TFA is an ACT Government agency, with a Governing Board comprising two employer representatives, two employee representatives and an independent Chairman. The Chief Executive Officer sits on the Board as a non-voting member. The Minister for Education and Training appoints the Board for a term of up to three years, and members may be re-appointed. The responsibilities, governance and powers of the TFA are set out in the *Building and Construction Industry Training Levy Act 1999* and the *Financial Management Act 1996*.

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





## Minister's Statement



ANDREW BARR MLA

As ACT Minister for Education and Training, I am pleased to approve the 2008 Training Plan of the ACT Building and Construction Industry Training Authority (TFA). 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 over a period of nine months to develop the 2008 Training Plan, and I thank industry stakeholders for their comments and advice in the formulation of the 2008 Training Plan.

The Building and Construction Industry Training Fund was established in May 1999, and the liability to pay the Training Levy commenced in November 1999. Since that time, the TFA (and its predecessor the Training Fund Board) has been responsible for producing eight annual Training Plans. During the period 2000 to 2007, the TFA funded \$4.93 million for the training of existing workers and \$4.078 million for entry level training. Over the past five years, the TFA 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 2008 Training Plan will provide a policy framework for the funding of training for entry-level and existing workers in a wide range of occupations; it will also provide funding for other training, promotional and research related activities within the industry.

I am pleased to note that under the 2008 Training Plan, the TFA expects to provide \$2.2 million in funding for training in the industry and will continue to provide funding incentives to employers and group training organisations who will employ and train an estimated 450 apprentices in the industry. These incentives will not only assist the industry overcome skills shortages, but will also provide employment opportunities for young people seeking a career in the building and construction industry. It is also pleasing that the TFA has re-affirmed its commitment to the funding of OH&S training for workers in the industry.

I recommend the 2008 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 2007



## Minister's Statement



JAMES G SERVICE

This is the eighth Training Plan produced by the ACT Building and Construction Industry Training Fund Authority (TFA) and the Plan provides a policy framework for entry-level and existing workers to access funding for training in a wide range of occupations. The Plan will also provide funding for other training, promotional and research related activities within our industry. The TFA greatly appreciates the advice and contributions made by many industry stakeholders, including employers, employees, group training organisations, industry training advisory bodies, trades groups, registered training organisations, government agencies, industry bodies and unions, in the development of the 2008 Training Plan.

In the financial year 2006-07, a record number of 7373 eligible industry workers attended approved training programs funded by the TFA. In 2008, it is estimated that around 8,000 eligible industry workers will attend an accredited training course funded by the TFA.

During the financial year 2006-07, the TFA provided a record amount of \$2,278,575 to fund training in its five key areas of – Entry Level Training, Existing Worker Training and Professional Development, Promotion and Marketing, Research and Development, and Access and Equity. At the time of preparing the 2008 Training Plan in August 2007, the TFA expected to fund \$2.2 million for training during the 2007-08 financial year.

As in past years, the TFA will 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 2007, incentive payments were provided in the trades of Cabinet Making, Stonemasonry, Fire Protection and Electrotechnology. The trades where these incentives will be offered in 2008 will be announced in February 2008.

The TFA will continue funding to ACT Colleges who provide Vocational Education and Training (VET) in Certificate I and II Construction training programs. In 2008 funding will continue to be provided to employers and group training organisations who will employ and train an estimated 450 apprentices who are expected to enter the industry in 2008.

As in past years, the TFA will continue to provide funding for training in the following key areas and activities in 2008:

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

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

Included in the 2008 Training Plan are details of courses funded in 2006 and 2007, Registered Training Organisations and contact details for training programs that may be undertaken by eligible workers within the industry. If the training program you wish to undertake is not listed in the Training Plan, please contact the TFA for further information. Additional information is available on the TFA's website at [www.trainingfund.com.au](http://www.trainingfund.com.au) where application forms, our annual report and the Training Plan can be downloaded.

I would like to record my thanks to the members of the TFA Board for their assistance and advice, and to the staff of the TFA for their commitment to the Authority and its stakeholders. The Board commends this Training Plan to all stakeholders who have an interest in training for the future development of the building and construction industry in the ACT.

**JAMES G SERVICE**

Chairman

October 2007



## Administration of the fund

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### MISSION STATEMENT

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

### OVERVIEW

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

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

### TRAINING

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

- Apprentices under an ACT contract of training are eligible for business skills training.
- Injured and unemployed workers 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 2008.

### APPLICATIONS

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

### APPLICANT'S RESPONSIBILITY

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





### **HOW ARE TRAINING FUNDS ALLOCATED?**

The TFA will assess all applications against the following criteria:

1. NO retrospective applications will be considered.
2. Funding will be provided for skills training and activities identified in the Training Plan. Training and activities not covered by the Plan may be funded on their merits.
3. Training must be provided by a Registered Training Organisation (RTO).
4. The training course must be accredited under the Australian Quality Training Framework (AQTF), or is a course of training approved by the TFA.
5. There must be an identified training outcome for each participant.
6. Participants, other than unemployed workers, may be required to contribute to the cost of the training course.
7. Participants must be carrying out work that makes them eligible – either as an employee or an independent contractor (see Eligible Person Criteria at page 18).
8. Product specific training courses will not be funded. Training courses must be generic.
9. The TFA will monitor the cost of training courses and may set a maximum amount to be funded per participant. The TFA will evaluate the delivery of training courses and may audit the outcome of funded courses.
10. The TFA may withhold payment for training where an individual fails to successfully complete all components of the approved training course.

### **REGISTERED TRAINING ORGANISATIONS AND ACCREDITED COURSES**

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

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



## Development of the 2008 Training Plan

### **THE DEVELOPMENT OF THE 2008 TRAINING PLAN INVOLVED WIDESPREAD RESEARCH AND CONSULTATION WITH INDUSTRY PARTICIPANTS, AND THE PLAN REFLECTS THE TRAINING PRIORITIES IDENTIFIED DURING THIS PROCESS.**

The development of the 2008 Training Plan involved widespread research and consultation with industry participants, and the 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 2008:**

- 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 2008 Training Plan was done at three levels:**

1. The ACT Regional Building and Construction Industry Training Council Inc. (CITC) provided reports to the TFA, based on interviews with stakeholders. The information collected in this manner was collated to assist in the production of the 2008 Training Plan.
2. The ACT Utilities and Light Manufacturing Industry Training Board (ULMITB) provided information from the electrotechnology and electrical supply sectors. This information was collated and used in the production of the 2008 Training Plan.
3. The Training Fund Authority undertook surveys of other stakeholders.

#### **The following organisations were consulted:**

- Master Builders Association of the ACT
- Housing Industry Association – ACT & Southern NSW Region
- Property Council of Australia (ACT)
- Construction Forestry Mining & Energy Union – ACT

- Communication, Electrical and Plumbing Union – ACT
- National Electrical Contractors Association
- Master Plumbers Association – ACT
- Master Painters Association – ACT
- ACT and Region Chamber of Commerce and Industry
- ACT Department of Education and Training

#### **Registered Training Organisations and Group Training Organisations consulted included:**

- Canberra Institute of Technology
- Construction Industry Training and Employment Association (CITEA)
- MBA Group Training
- National Safety Council of Australia
- Capital Skills Centre
- Creative Safety Initiatives
- HIA Group Training
- Electro Group Training
- Electro Skills Centre
- Regional Group Training

#### **Regulatory and Planning Bodies consulted included:**

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

Individual organisations within the Commercial, Housing and Civil sectors were also consulted. Responses received during the above described consultation process were then summarised and these are included in the five key sectors and activities that will be funded during 2008.



## OH&S Training Programs

**OCCUPATIONAL HEALTH AND SAFETY TRAINING IS 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 INTRODUCED OH&S AS A STAND-ALONE TOPIC WITHIN THE 2007 TRAINING PLAN, AND IT IS REPEATED HERE FOR THE 2008 PLAN.**

**A number of new national initiatives focusing on regulatory compliance will impact on the OH&S training requirements in 2008. Specific issues already identified include:**

- Identification and Safe Handling of Asbestos
- Asbestos Removal and Supervision
- Asbestos Assessment
- Asbestos Management Planning
- Induction Code of Practice
- Licensing Standards
- Plant Standards
- Safe Design

Added to these requirements is the impact on organisations of developing appropriate systems to meet the requirements of the Office of the Federal Safety Commission. It has been suggested through the consultative process, that specific OH&S training programs will need to be developed to meet these requirements.

Industry has identified these areas as the major focus for industry training over the 2008 period.

To assist industry in meeting these needs, the TFA funded the development of a range of training and assessment resources for the Identification and Safe Handling of Asbestos. It is envisaged that this program will be available to all people working in the Building and Construction Industry.

The TFA was once again pleased to be a sponsor for a specifically written Safety Handbook, compiled by the ACT Building and Construction Industry Taskforce, 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.

During the financial years 2001-02 to 2006-07, the TFA provided a total of \$2,135,050 for OH&S training.

The TFA will continue to work with Training providers to ensure that any OH&S training funded by the TFA for the building and construction industry (and related sectors) complies with regulatory requirements. Further information should be obtained from ACT WorkCover on 6205 0200 or email [workcover@act.gov.au](mailto:workcover@act.gov.au) or use the WorkCover website [www.workcover.act.gov.au](http://www.workcover.act.gov.au)

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



## Entry Level Training

**ENTRY LEVEL TRAINING FUNDED UNDER THIS PROGRAM ONLY APPLIES TO PERSONS WHO HOLD AN ACT CONTRACT OF TRAINING IN AN OCCUPATION OR AN ACTIVITY CONSIDERED RELEVANT TO THE BUILDING AND CONSTRUCTION INDUSTRY, OR ARE PERSONS EMPLOYED AS ENTRY LEVEL WORKERS IN GENERAL CONSTRUCTION. SEE SCHEDULE OF WORK ON PAGE 19 FOR THE TYPES OF WORK AND ACTIVITIES ASSOCIATED WITH THE INDUSTRY.**

OBJECTIVES	STRATEGIES	OUTCOMES
<ul style="list-style-type: none"><li>To increase the number of apprentices (this term includes apprentices and trainees) entering the industry under an ACT contract of training, especially in trades or occupations where a skills shortage exists.</li></ul>	<ul style="list-style-type: none"><li>Provide financial incentives to group training organisations and individual employers to employ and train persons in areas of skills shortages.</li></ul>	<ul style="list-style-type: none"><li>Increase the number of new entrants to the industry under an ACT contract of training, especially in trades where a skills shortage exists.</li></ul>
<ul style="list-style-type: none"><li>To increase the number of persons entering the industry as general construction workers to ensure an adequate pool of skilled workers.</li></ul>	<ul style="list-style-type: none"><li>Where appropriate, provide financial incentives to individual employers, targeted at addressing skills shortages in specific occupations.</li></ul>	<ul style="list-style-type: none"><li>Maintain an adequate pool of skilled workers in general construction.</li></ul>
<ul style="list-style-type: none"><li>To increase the retention rate of apprentices.</li></ul>	<ul style="list-style-type: none"><li>Research industry trends and provide advice to industry sectors and government, for the retention of apprentices. Continue to inform and promote the career opportunities within the industry.</li></ul>	<ul style="list-style-type: none"><li>Improve the retention rate of apprentices.</li></ul>
<ul style="list-style-type: none"><li>To increase the number of students undertaking Certificate I and II in Construction at ACT High Schools and Colleges.</li></ul>	<ul style="list-style-type: none"><li>Liaise with industry sectors, government, schools and colleges, and group training organisations, to provide information, advice, and training, to school and college students regarding employment in the industry.</li></ul>	<ul style="list-style-type: none"><li>Increase the number of students who wish to pursue a career in the industry.</li></ul>



ELECTRO GROUP INDIGENOUS ELECTRICAL APPRENTICE: NATHAN SMITH

Electro Group is one of five Group Training Organisations who receive financial incentives from the TFA for the training of apprentices.



## Entry Level Training (continued)

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

Offering financial incentives to trades with skills shortages has been quite successful over the past 5 years, with increases in the intake of apprentices to the trades of – bricklaying, tiling, plastering and refrigeration and air-conditioning. In 2006 the TFA offered financial incentives in the trades of painting and decorating, horticulture (landscaping) and horticulture (turf). In 2007, incentive payments were provided in the trades of cabinet making, stonemasonry, fire protection and electrotechnology. The trades where these incentives will be offered in 2008 will be announced in February 2008.

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

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

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

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

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

- Ongoing need to recruit persons to undertake Apprenticeships and training as Electricians, Refrigeration & Air Conditioning Mechanics, Lineworkers and Cable Joiners. Mature aged apprentices should have access to Recognition of Prior Learning (RPL) to make their training more effective. Professional development courses should be accessible by apprentices. Persons aged 30 years and over, who enter an apprenticeship, may be eligible for a wage top-up from the Australian Government – for more details, see [www.australia.gov.au/australianapprenticeships](http://www.australia.gov.au/australianapprenticeships)
- Computer and Business Skills, Working at Heights, Customer Service, OH&S, Renewable Energy.

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

- An urgent need for a two year Traineeship in Civil Construction – at least 15 Trainees per year.
- Training for employers, host employers and trainers in understanding the 'Youth' culture of today (Generation Y).
- New and additional training courses to meet changes with the introduction of new training packages for General Off-site Construction and the Plumbing Services Sector.
- New training courses for students wishing to participate in Vocational Education and Training in the Construction Industry.
- A major industry focus on School Based Apprentices in High Schools and Colleges to offer alternative opportunities for them to be exposed to employment opportunities in the construction industry.
- Ongoing training programs on Drug & Alcohol and Life Skills for Entry Level workers.
- Special training programs to address literacy / numeracy / computer issues for non-trades workers and special target groups to enhance skills to provide them with better employment opportunities within the industry.
- Specific training programs tailored to meet the requirements of each sector of the industry.





## Existing Worker Training and Professional Development

THE FOLLOWING INFORMATION SETS OUT SOME OF THE INITIATIVES TO ASSIST EXISTING WORKERS AND BUSINESSES TO UNDERTAKE SHORT TRAINING COURSES AND PROGRAMS. DETAILS OF APPROVED TRAINING COURSES THAT WERE FUNDED BY THE TFA DURING 2007 ARE OUTLINED ON PAGES 20 – 21.

OBJECTIVES	STRATEGIES	OUTCOMES
<ul style="list-style-type: none"><li>To provide financial assistance for the training of existing eligible workers.</li></ul>	<ul style="list-style-type: none"><li>Maintain a system for monitoring the quality and effectiveness of training funded by the TFA, and audit training course results.</li></ul>	<ul style="list-style-type: none"><li>Ensure that the training meets the criteria established by the TFA.</li></ul>
<ul style="list-style-type: none"><li>Increase worker and employer awareness of the TFA and improve access to TFA funded training programs.</li></ul>	<ul style="list-style-type: none"><li>Continue to present a high profile to the industry through the use of industry journals and sponsorship.</li><li>Maintain a register of Registered Training Organisations who deliver approved training programs to the industry.</li><li>Enhance the cost effectiveness of approved training within the industry.</li></ul>	<ul style="list-style-type: none"><li>Increase the number of existing workers who undertake training.</li></ul>
<ul style="list-style-type: none"><li>Promote training and skills development as a means of improving business and individual performance.</li></ul>	<ul style="list-style-type: none"><li>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.</li></ul>	<ul style="list-style-type: none"><li>Increase the number of existing workers who access 'best practice' training and professional development.</li></ul>





## Existing Worker Training and Professional Development (continued)

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

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

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

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

- Need to provide bridging programs to train existing workers to become Trade Teachers.
- Renewable Energy, Testing, Business Skills, Professional Development on Products and New Technology, Quotations and Job Estimating, Risk Management and Risk Assessment, Hazardous Materials such as Asbestos Identification and Removal, Interpreting Diagrams, Manual Handling, Working at Heights, Customer Service, Business Management, Computer Basics, TV/MATV, Data Communications, Project Management, Compliance with Updated Rules and Regulations and Post Trade Training.
- The industry reports significant skills shortages in Network Management, Data Communications Specialists, Data Cablers and Cable Jointers, Customer Support and Service Personnel.
- Existing Worker training issues identified by stakeholders in the general building and construction sector (including civil construction) included:

- New training programs need to be developed to address legislation changes in all sectors of the industry, including OH&S Compliance, Environmental, Energy Efficiency and Resource re-use.
- New training programs need to be developed to assist workers in managing stress / depression.
- Training for employers, supervisors, managers to understand the 'Youth' culture of today (Generation Y) and to devise appropriate training and education techniques for these workers.
- Develop new training packages for Program Management, Cost Control and Forecasting, Tendering and Project Administration.
- Develop new training programs to meet accreditation standards required on Federal Government projects by the Federal Safety Commission.
- New technology in the plumbing and gasfitting sectors, including Waterwise Accreditation, Gas Appliance Servicing Type A & B, Gas Services Tutorial and Restricted Electrical Licensing.
- Additional courses and programs for Certificate II, III, IV and V in Cadetship Programs to meet the new requirements within the Training Package.
- Training for a Builders License and Professional Development Courses, including Post Trade Training.
- Training in Customer Service and Communication.
- Training in People and Time Management.
- Training in Electro Comms Management Program 'From Site Office to Head Office.'
- Training in Tool and Equipment Maintenance.



## Promotion and Marketing

THE FOLLOWING INFORMATION SETS OUT SOME OF THE INITIATIVES THE TFA WILL USE TO PROMOTE AND MARKET THE OPERATIONAL ROLE OF THE TFA.

OBJECTIVES	STRATEGIES	OUTCOMES
<ul style="list-style-type: none"><li>• Increase the awareness amongst stakeholders as to the TFA's funded programs.</li></ul>	<ul style="list-style-type: none"><li>• Liaise with stakeholders to promote access to the TFA's funded programs, with an emphasis on funding incentives to address skills shortages in specific occupations.</li></ul>	<ul style="list-style-type: none"><li>• Increased access to TFA funded programs.</li></ul>
<ul style="list-style-type: none"><li>• Promote training and enhancement of skills as a means of improving business and personal performance.</li></ul>	<ul style="list-style-type: none"><li>• Design and distribute material to inform industry of the benefits and availability of training.</li></ul>	<ul style="list-style-type: none"><li>• Increased numbers of workers participating in TFA funded training.</li></ul>
<ul style="list-style-type: none"><li>• Promote the employment and career opportunities in the building and construction industry.</li></ul>	<ul style="list-style-type: none"><li>• Design and distribute material to prospective entry-level workers to promote the employment and career opportunities in the industry.</li><li>• Support awards for training and 'Best Practice', in collaboration with group training organisations, industry and government.</li></ul>	<ul style="list-style-type: none"><li>• Increased numbers of entry-level workers and apprentices under an ACT contract of training. Improved retention rate of new apprentices.</li></ul>

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

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

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

The TFA now offers a comprehensive range of information on its website, including – annual report, the Training Plan, and application forms. The website is [www.trainingfund.com.au](http://www.trainingfund.com.au)

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

The TFA will continue to market and promote the building and construction industry and associated

sectors to the general public, to develop a better understanding of the employment and career opportunities in the industry.



The TFA will support organisations in these sectors to increase awareness and achievements of the industry through training outcomes and the promotion of 'best practice'. The TFA will sponsor special events and training outcomes that enhance and recognise the role of industry workers, especially those under an ACT contract of training.

During the consultation process for the 2008 Training Plan, stakeholders identified the need to:

- Promote the role of Group Training Companies and Registered Training Organisations.
- Promote employer awareness of School-based Apprenticeships. Promote, through schools, the industry as a career choice. Develop opportunities for direct employer engagement with schools and colleges.
- Promote the TFA to older workers and contractors to encourage them to apply for funding for training.
- Encourage injured workers to retrain into another industry activity in order to keep that knowledge in the industry. For example, an injured concreter might retrain to become an estimator.



## Research and Development

**THE FOLLOWING INFORMATION SETS OUT THE INITIATIVES THE TFA WILL ADOPT IN RESEARCH AND DEVELOPMENT DURING 2008.**

OBJECTIVES	STRATEGIES	OUTCOMES
<ul style="list-style-type: none"><li>• Liaise with stakeholders and identify changes in building technology, methods, materials and legislation that will require new training resources.</li></ul>	<ul style="list-style-type: none"><li>• Ensure stakeholder involvement with the development of the TFA's Training Plan.</li></ul>	<ul style="list-style-type: none"><li>• The TFA responds promptly by providing funding for the development of these new training resources.</li></ul>
<ul style="list-style-type: none"><li>• Ensure the TFA has the funding required to develop these new resources.</li></ul>	<ul style="list-style-type: none"><li>• Continual liaison with industry sectors to keep informed on training issues.</li></ul>	<ul style="list-style-type: none"><li>• The TFA provides relevant and innovative resources to industry and government for the training needs of the industry.</li></ul>

For example, an injured concreter might retrain to become an estimator.

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

The TFA's annual Training Plan operates for a calendar year, and must be approved by the Minister on or before 31 October in the year preceding the commencement of the plan.

The TFA believes that its Research and Development strategy will continue to involve stakeholders in the development of the Training Plan. It will have continual 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 TFA (or its agent) will initiate collective meetings with group training organisations, registered training providers and industry associations, to discuss matters of mutual interest regarding training for the industry. This strategy will recognise privacy and copyright issues.

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

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





## Access and Equity

THE FOLLOWING INFORMATION SETS OUT SOME OF THE INITIATIVES THE TFA WILL ADOPT TO PROMOTE ACCESS AND EQUITY DURING 2008.

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

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

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

During the consultation process for the 2008 Training Plan, stakeholders identified the need to continue to encourage the employment of women and indigenous workers in the building and construction industry and for continued financial support for organization and individual employers engaged in 'Kids at Risk' programs for Year 10 students.



## Governance, Finance and Administration

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

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

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

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



## Compliance Activity

**THE TFA IS ESTABLISHED UNDER THE BUILDING AND CONSTRUCTION INDUSTRY TRAINING LEVY ACT 1999, AND THE PURPOSE OF THE ACT IS TO PROVIDE A “LEVY TO FUND TRAINING IN THE BUILDING AND CONSTRUCTION INDUSTRY”. THE ACT CAN BE DOWNLOADED ONLINE AT [HTTP://WWW.LEGISLATION.ACT.GOV.AU](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 19. Work that is exempt from the Levy includes work valued at less than \$10,000 and work carried out by the staff of a public authority.

### COLLECTION OF THE LEVY

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

The payment of the Levy on non-building approval work, such as civil works, landscaping, utilities and telecommunications, is arranged between the TFA and the Project Owner. This is usually done through the mechanism of a written agreement that allows the Project Owner to self-assess the Levy liability and make a single annual retrospective Levy payment.

Where work is carried out by or for a Project Owner not covered by a written self-assessment agreement with the TFA, the work is monitored to determine if a Levy liability exists. The TFA will then contact the Project Owner to achieve compliance. The TFA has a statutory obligation to ensure that the requirements of the Act are observed.

### SELF-ASSESSMENT OF THE LEVY

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

These self-assessment agreements are an important source of Levy for the TFA and account for about 35% of our income.

They are also a useful arrangement for Project Owners, as they provide a simple solution to comply with the Act, by way of a single annual payment calculated on the value of capital works expenditure as reported in the Project Owner's annual report.

### OTHER LEVY COLLECTION ARRANGEMENTS

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

In 2006 and 2007, the TFA examined ways of expanding its Levy collection through Agents engaged in bathroom renovations, air-conditioning, lifts, painting and other building repair and maintenance work, valued at over \$10,000 that is not subject to a building approval. It is anticipated that this process will continue into 2008.

In December 2006, the Act was amended to better define a project owner.

In June and July 2007 owners of major commercial buildings were written to and reminded of the obligation to pay the Levy on building maintenance where the work was valued at \$10,000 or more.

### PROMOTION AND EDUCATION

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

### REFUND OF LEVY

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

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

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

**The TFA also liaises with stakeholders on matters such as:**

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

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

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

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

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

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

**Ray Stowers**  
**Industry Liaison Officer**



**C4 GRADUATION FOR 'STUDENTS AT RISK PROGRAM'**

Run by MBA Group Training in conjunction with the PBS Building Company (at the Kingston Foreshore Development) and funded by the TFA.



## Eligible Person Criteria

### THIS SECTION SETS OUT THE ELIGIBLE PERSON CRITERIA AND PROVIDES SOME EXAMPLES OF ELIGIBLE AND NON-ELIGIBLE EMPLOYMENT.

An ELIGIBLE PERSON is any person usually working in or in connection with the Building and Construction Industry in the Australian Capital Territory, who is substantially (at least 80%) performing work as set out in the Schedule of Work

in the Act – see page 19; or is a person deemed as an Eligible Person on application to the TFA. An eligible person can be either an employee, or an independent contractor. [Examples of an Eligible or Non-Eligible Person include:](#)

OBJECTIVES	STRATEGIES	OUTCOMES
<ul style="list-style-type: none"><li>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.</li></ul>	YES	<ul style="list-style-type: none"><li>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.</li></ul>
<ul style="list-style-type: none"><li>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.</li></ul>	YES	<ul style="list-style-type: none"><li>The activity of the occupation is work covered by the Schedule of Work in the Act.</li></ul>
<ul style="list-style-type: none"><li>A NSW or other interstate worker who works in the ACT.</li></ul>	CONDITIONAL	<ul style="list-style-type: none"><li>The worker must be substantially engaged (80%), in the ACT, in work covered by the Schedule of Work in the Act.</li></ul>
<ul style="list-style-type: none"><li>An ACT industry worker seeking training to qualify for a NSW licence or certificate.</li></ul>	CONDITIONAL	<ul style="list-style-type: none"><li>The worker must be substantially engaged (80%), in the ACT, in work covered by the Schedule of Work in the Act.</li></ul>
<ul style="list-style-type: none"><li>An apprentice under a NSW contract of training.</li></ul>	NO	<ul style="list-style-type: none"><li>The apprentice is not under an ACT contract of training</li></ul>





## Work liable for the Training Levy

### **PROJECT OWNERS ARE LIABLE TO PAY THE LEVY ON WORK SET OUT IN THE SCHEDULE OF THE ACT WHICH IS REPRODUCED BELOW.**

1. The construction, erection, alteration, repair, renovation, demolition, maintenance or removal of a building or structure.
2. The construction, alteration or repair of a road, street parking area, footpath, thoroughfare (for pedestrians or vehicles), kerbing, guttering, roundabout, median strip, or the performance of other road works.
3. The construction, alteration, repair, demolition or removal of a railway or part of a railway, or of any platform, signal or other structure connected with a railway.
4. The construction, alteration, repair, demolition, or removal of an aircraft runway or helicopter-landing pad.
5. The construction, alteration, repair, demolition, or removal of a bridge, viaduct, aqueduct, or tunnel.
6. The construction, alteration, repair, demolition, or removal of a harbour, breakwater, retaining wall, or marina.
7. The performance of excavation work.
8. The construction, alteration, repair, demolition or removal of a dam, reservoir, weir or other embankment or structure for the catchment, collection, storage, control or diversion of water.
9. The laying of pipes and other prefabricated material in the ground.
10. The construction, erection, installation, alteration, repair, demolition or removal of any system or plant associated with the conveyance, collection, storage, treatment or distribution of water or gas, or the disposal of sewage or effluent.
11. Electrical, electronic, communications or data networks or mechanical services work, including on-site work that is related to the construction, erection, installation, alteration, repair, servicing or dismantling of any plant, plant facility or equipment.
12. The on-site construction, installation, alteration, repair, renovation, demolition or removal of (a) a lift or escalator. (b) any air conditioning, ventilation, or refrigeration system or equipment.
13. The construction, repair, alteration or removal of a playing field, golf course, racecourse, stadium, swimming pool or other sporting or recreational facility.
14. Landscaping or the construction, alteration or removal of a park or garden.
15. Work to improve the drainage of land.
16. The removal of material that is asbestos for the purposes of the Building Act 1972 from a building or any machinery, plant or equipment located in or on a building.
17. Any site preparation work (including pile driving) preliminary to the performance of any construction work.

#### **EXEMPT WORK:**

##### **Exempt Work is that:**

1. The value of which does not exceed \$10,000.
2. Work carried out by a public authority using its own staff.



## Courses funded in 2007 and contact details

COURSE	PROVIDER / CO-ORDINATOR	CONTACT
<b>Asbestos Awareness</b>	HIA	6249 6366
	MBA Group Training	6247 2099
	National Safety Council of Australia (NSCA)	6241 5011
<b>Basic Dogging</b>	CIT	0413 224 898
<b>Basic Rigging</b>	CIT	0413 224 898
<b>Basic Scaffolding</b>	CIT	0413 224 898
	CITEA	6257 8344
	MBA Group Training	6247 2099
	Coates	8796 5011
<b>BASIX Course</b>	HIA	6285 7300
<b>BCA (Timber Framing)</b>	HIA	6249 6366
<b>BCA (Residential Slabs &amp; Footings)</b>	MBA Group Training	6247 2099
	HIA	6249 6366
<b>Cable Hauling</b>	Electro Skills Centre	6163 6699
<b>Cable Jointing (Basic &amp; Advanced)</b>	Electro Skills Centre	6163 6699
<b>Open Cabler Registration</b>	Electro Skills Centre	6163 6699
	JB Hunter Technology	4940 1333
<b>Optical Fibre Cabling</b>	Electro Skills Centre	6163 6699
	JB Hunter Technology	4940 1333
<b>Restricted Cabler Registration</b>	Electro Skills Centre	6163 6699
	JB Hunter Technology	4940 1333
<b>Structured Cabling (Category 5/6)</b>	Electro Skills Centre	6163 6699
	JB Hunter Technology	4940 1333
<b>Upgrade Restricted to Open Registration</b>	JB Hunter Technology	4940 1333
<b>Cert IV in OH&amp;S</b>	CIT	6207 3494
	Creative Safety Initiates (CSI)	6230 1320
<b>Cert IV in Workplace Trainer &amp; Assessor</b>	CSI	6230 1320
	MBA Group Training	6285 7300
<b>Cert IV Building Licence (Modules)</b>	HIA	6247 2099
	MBA Group Training	6247 2099
<b>Cert IV in Building &amp; Construction (Contract Administration)</b>	MBA Group Training	6247 2099
<b>Cert IV in Building &amp; Construction (Site Management)</b>	MBA Group Training	6247 2099
<b>Cert IV in Frontline Management</b>	MBA Group Training	6247 2099
<b>Cert IV Gasfitting (Type A &amp; B appliances)</b>	MBA Group Training	6247 2099
	Master Plumbers Association	6241 7127
<b>Cert IV in Read &amp; Interpret Plans &amp; Specifications</b>	MBA Group Training	6247 2099
<b>Commonwealth Health &amp; Safety Representatives</b>	NSCA	6241 5011
<b>Commonwealth Health &amp; Safety Representatives (Refresher)</b>	NSCA	6241 5011
<b>Computerised Accounting (eg: MYOB)</b>	HIA	6285 7300
	MBA Group Training	6247 2099
	Master Plumbers Association	6241 7127
<b>Microsoft Project 2000</b>	MBA Group Training	6247 2099
<b>Microsoft Project Management</b>	HIA	6285 7300
	MBA Group Training	6247 2099
<b>Confined Space Training</b>	ActewAGL	6293 5784
	CSI	6230 1320
	Master Plumbers Association	6241 7127
	MBA Group Training	6247 2099
<b>Confined Space Training (Refresher)</b>	ActewAGL	6293 5784
	CSI	6230 1320
	Master Plumbers Association	6241 7127
	MBA Group Training	6247 2099
<b>Contract Administration</b>	HIA	6285 7300
	MBA Group Training	6247 2099
<b>Contract Administration for Civil Contractors</b>	MBA Group Training	6247 2099
<b>Construction Industry Job Costing Course</b>	John Thomas & Associates	0419 867 084
<b>Dangerous Goods &amp; Hazardous Substances Management</b>	NSCA	6241 5011
<b>Dispute Resolution / Customer Service / Conflict Management</b>	HIA	6285 7300
<b>Drug &amp; Alcohol Awareness</b>	CSI	6230 1320
<b>Elevated Work Platform Training</b>	CITEA	6257 8344
	MBA Group Training	6247 2099
	Coates	8796 5011
<b>Environmental Awareness (GreenSmart Professional) and Refresher Course</b>	HIA	6285 7300
<b>Explosive Power Tools</b>	CITEA	6257 8344
	MBA Group Training	6247 2099



Courses funded in 2007 and contact details (continued)

COURSE	PROVIDER / CO-ORDINATOR	CONTACT
Health and Safety Training	CSI	6230 1320
Height Safety Awareness	Elevation Safety & Training	4295 3233
Incident Investigation	NSCA	6241 5011
Induction to General Construction	MBA Group Training	6247 2099
Manual Handling	CSI	6230 1320
	MBA Group Training	6247 2099
	NSCA	6241 5011
Nutrition Training	CSI	6230 1320
OH&S		
Health & Safety Representatives	NSCA	6241 5011
	CSI	6230 1320
	Master Plumbers Association	6241 7127
	MBA Group Training	6247 2099
	WorkWatch	6249 1099
Health & Safety Representatives – Refresher	NSCA	6241 5011
	CSI	6230 1320
Induction to OH&S (Blue Card)	CSI	6230 1320
Induction to OH&S (Green Card)	CITEA	6257 8344
	CSI	6230 1320
	Electro Skills Centre	6163 6699
	HIA	6285 7300
	Master Plumbers Association	6241 7127
	MBA Group Training	6247 2099
	NSCA	6241 5011
	Parasol EMT	6280 9880
Managing OH&S of Contractors	NSCA	6241 5011
OH&S for Supervisors & Managers	CSI	6230 1320
	CITEA	6257 8344
	HIA	6285 7300
	MBA Group Training	6247 2099
	Parasol EMT	6280 9880
OH&S Committee Member Training	CSI	6230 1320
OH&S Risk Management for Managers & Supervisors	MBA Group Training	6247 2099
	HIA	6285 7300
OH&S Responsible Drug / Alcohol / Fatigue (Gold Card)	CSI	6230 1320
OH&S Training – (Session) in Emergency Procedures	CSI	6230 1320
OH&S Training – (Workshop) in Emergency Procedures	CSI	6230 1320
OH&S Training – (Workshop) in SWMS's & Risk Assessment	CSI	6230 1320
Plant Operator Training – Civil	Transport Industry Skills Centre	6297 7187
Heavy / Medium / Light Rigid Truck Training		
First Aid Courses	CITEA	6257 8344
	HIA	6285 7300
	Master Plumbers Association	6241 7127
	MBA Group Training	6247 2099
	Parasol EMT	6280 9880
	St. John's Ambulance	6282 2399
	CSI	6230 1320
Sexual Harassment & Racial Vilification Awareness Training	CSI	6230 1320
SunSmart Training	CSI	6230 1320
	MBA Group Training	6247 2099
Testing & Tagging of Electrical Equipment	CIT	6207 4441
	Electro Skills Centre	6163 6699
	HIA	6285 7300
	Master Plumbers Association	6241 7127
Traffic Management – Design & Audit	CITEA	6257 8344
Traffic Management – Induction	CITEA	6257 8344
Traffic Management – Stop / Slow	CITEA	6257 8344
	MBA Group Training	6247 2099
Traffic Management – Traffic Control	CITEA	6257 8344
Traffic Management – Worksite Planning	CITEA	6257 8344
Understanding & Compliance with Federal Safety Commissioner Accreditation	MBA Group Training	6247 2099
Wet Area Waterproofing	MBA Group Training	6247 2099
	CITEA	6257 8344
	HIA	6249 6366
	Master Plumbers Association	6241 7127