

Australian Capital Territory

Building and Construction Industry Training Levy (Training Plan) Approval 2009

Notifiable instrument NI2009–555

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 2009*.

2 Commencement

This instrument commences on the day after notification.

3 Approval

I approve the Building and Construction Industry *2010 Training Plan* set out in the schedule.

Andrew Barr
Minister for Education and Training

29 October 2009



ACT BUILDING AND CONSTRUCTION INDUSTRY



**TRAINING FUND
AUTHORITY**



2010 Training Plan

ACT BUILDING AND CONSTRUCTION INDUSTRY
TRAINING FUND AUTHORITY

ACT Building and Construction Industry Training Fund Authority
Suite 6, National Associations Centre
71 Constitution Avenue
CAMPBELL ACT 2612
www.trainingfund.com.au
Phone 02 6262 5630 Fax 02 6257 5058



ACT BUILDING AND CONSTRUCTION INDUSTRY



**TRAINING FUND
AUTHORITY**



NEW COMMERCIAL DEVELOPMENT AT BARTON



HOUSE CONSTRUCTION AT FRANKLIN



DEVELOPMENT OF THE NEW SUBURB OF BONNER



MULTI-UNIT DEVELOPMENT AT BRUCE



2009 CITC - NRMA GRADUATING APPRENTICE
& INDUSTRY ENCOURAGEMENT AWARDS.



2009 - CITC - NRMA AWARDS - THE CONSTRUCTION INDUSTRY
OUTSTANDING APPRENTICE OF THE YEAR DANIELE FITZPATRICK
AND TFA CEO GARY GUY



Table of Contents

TABLE OF CONTENTS	3
TFA STRUCTURE	4
MINISTER'S STATEMENT	5
CHAIRMAN'S REPORT	6
ADMINISTRATION OF THE FUND	7
DEVELOPMENT OF THE 2010 TRAINING PLAN	8
TFA COMMITMENT TO FUNDING OF OH&S TRAINING	9
ENTRY LEVEL TRAINING	10-11
EXISTING WORKER TRAINING AND PROFESSIONAL DEVELOPMENT	12-13
PROMOTION AND MARKETING	14
RESEARCH AND DEVELOPMENT	15
ACCESS AND EQUITY	16
GOVERNANCE, FINANCE AND ADMINISTRATION	17
COMPLIANCE ACTIVITY	18
INDUSTRY LIAISON ACTIVITY	19
ELIGIBLE PERSON CRITERIA	20
WORK LIABLE FOR THE TRAINING LEVY	21
COURSES FUNDED IN 2008-2009 AND CONTACT DETAILS	22



ACT BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND AUTHORITY
UNIT 6, NATIONAL ASSOCIATIONS CENTRE, 71 CONSTITUTION AVENUE, CAMPBELL ACT 2612
PHONE: 02 6262 5630 **FAX:** 02 6257 5058 **WEBSITE:** WWW.TRAININGFUND.COM.AU

PHOTOGRAPHS USED IN THIS PUBLICATION ARE THE PROPERTY OF THE TFA UNLESS OTHERWISE ACKNOWLEDGED.



ACT Building and Construction Industry Training Fund Authority



The ACT Building and Construction Industry Training Fund Authority (TFA) is an ACT Government agency, with a Governing Board consisting of two employer representatives, two employee representatives and an independent Chairman. The Chief Executive Officer sits on the Board as a non-voting member. The Minister for Education and Training appoints the Board for a term of up to 3 years, and members may be re-appointed. The responsibilities, governance and powers of the TFA are set out in the Building and Construction Industry Training Levy Act 1999 and the Financial Management Act 1996.

The 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 BOARD COMPRISES:	TFA STAFF:
<p>Independent Chairman Mr. James Service</p> <p>Employee Representatives Ms. Sarah Schoonwater 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 ACT Minister for Education and Training, I am pleased to approve the 2010 Training Plan of the ACT Building and Construction Industry Training Fund 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 to develop the 2010 Training Plan, and I thank industry stakeholders for their comments and advice in the formulation of the 2010 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 ten annual Training Plans. During the period 2005 to 2009, the TFA funded \$6.6 million for the training of existing workers and \$4.3 million for entry level training. Over the past seven 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 2010 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 2010, the TFA 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.

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 2010 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

I am pleased to note that under the 2010 Training Plan, the TFA expects to provide \$2.568 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



Chairman's Statement



JAMES G SERVICE

The 2010 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 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 associations and unions, in the development of the 2010 Training Plan.

In the year 2009, a record number of 12,776 eligible industry workers attended approved training programs funded by the TFA. In 2010, it is estimated that around 13,000 eligible industry workers will attend approved training courses funded by the TFA.

During the financial year 2008-09, the TFA provided \$2.6 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 2010 Training Plan, the TFA expected to provide \$2.568 million for activities during 2010.

The TFA 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 2009, incentive payments were provided in the trades of Plastering – Solid, Plastering Wall & Ceiling Lining, Roof Tiling, Wall & Floor Tiling and Furniture Making (Cabinet Making). The trades where these incentives will be offered in 2010 will be announced in January 2010. The TFA 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 TFA will continue funding to ACT Colleges who provide Vocational Education and Training (VET) in Certificate I and II Construction training programs. In 2010 funding will continue to be provided to some

employers and group training organisations who will employ and train an estimated 480 apprentices in the industry in 2010.

As in past years, the TFA will continue to provide funding for training in the following key areas and activities in 2010:

- Entry Level Training
- Existing Worker Training and 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 2010 Training Plan are examples of training courses funded in 2008 and 2009, 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 TFA for further information. Additional information is available on the TFA's website at www.trainingfund.com.au where application forms, our Annual Report and the Training Plan can be downloaded.

I would like to record my thanks to the members of the TFA Board for their assistance and advice, and to the staff of the TFA for their commitment to the Authority and its stakeholders. I would also like to acknowledge the contribution made to the Board by founding member Mr. Brian O'Reilly who retired in June 2009, and to welcome new Board member Mr. Neville Betts whose appointment commenced in July 2009.

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 2010



MISSION STATEMENT

The ACT Building and Construction Industry Training Fund Authority (TFA) may fund up to 70% of the cost, for the training of eligible workers (see page 20) 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:

- 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 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 2010.

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

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 20).

HOW ARE TRAINING FUNDS ALLOCATED?

The TFA will assess all applications against the following criteria:

1. NO retrospective applications will be considered.
2. Funding will be provided for skills training and activities identified in the Training Plan. Training and activities not covered by the Plan may be funded on their merits.
3. Training **must** be provided by a Registered Training Organisation (RTO).
4. The training course must be accredited under the Australian Quality Training Framework (AQTF), or is a course of training approved by the TFA.
5. There must be an identified training outcome for each participant.
6. Participants, other than unemployed workers, will be required to contribute to the cost of the training course.
7. Participants must be carrying out work that makes them eligible – either as an employee or an independent contractor (see Eligible Person Criteria at page 20).
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 2009 Training Plan



THE DEVELOPMENT OF THE 2010 TRAINING PLAN INVOLVED 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 2010:

- 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 2010 Training Plan was done in the following manner:

1. The ACT Regional Building and Construction Industry Training Council Inc. (CITC) provided reports to the TFA, based on surveys, meetings and interviews with stakeholders, and information from CITC members provided at CITC meetings. The information collected in this manner was collated to assist in the production of the 2010 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 2010 Training Plan. The ULMITB reported difficulty in achieving participation from some local telecommunications businesses.

Registered Training Organisations and Group Training Organisations consulted included:

- Canberra Institute of Technology
- Construction Industry Training and Employment Association (CITEA)
- MBA Group Training
- Capitol Skills Centre
- Creative Safety Initiatives
- HIA Group Training
- Electro Group Training
- Electro Skills Centre
- WorkWatch

Regulatory and Planning Bodies consulted included:

- ACT WorkCover and ActewAGL

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 summarized for inclusion in the five key sectors of the Plan.

A number of key stakeholders have indicated that it would be timely and beneficial for the development of a 3 Year Industry Strategic Plan and that Plan be adopted by the TFA as the basis for the Annual Training 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:

- OH&S training for managers and supervisors so as to meet all requirements for on-site and organisational safety and the requirements of the Federal Safety Commissioner
- OH&S training across all areas of high risk construction work and training of management to meet new regulations / legislation and Codes of Practice
- Certificate IV in OH&S
- ACT Construction Induction Card
- Site specific induction and OH&S training
- Asbestos and other dangerous goods and hazardous substances (identification and management)
- Identifying high risk activities
- Height Safety, Manual Handling, Confined Space, Traffic Management, Overall Site Safety & development of technology and encourage the use of new technology
- Electrical testing and tagging
- Health & Safety Representatives (HSR) course and HSR Refresher Course
- First Aid Courses
- Health and well being promotion – including fatigue management
- Industry inductions need to aim at eradicating OH&S complacency and to place more emphasis on the fact that a safe work site is

everyone's responsibility

- Correct use of safety and personal protection equipment ranging from hard hats to breathing apparatus
- How to access and understand Regulations and Codes of Practice
- Licensing Induction

The TFA will once again be pleased to be a sponsor for a specifically written Safety Handbook, compiled by the 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 2009, the TFA funded OH&S training for 10,116 eligible industry workers.

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 or use the WorkCover website www.workcover.act.gov.au

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

For a list of OH&S training and other courses funded in 2008-2009, refer to pages 22-23 of this Training 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 21 FOR THE TYPES OF WORK AND ACTIVITIES ASSOCIATED WITH THE INDUSTRY.

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



2009 CITC - NRMA GRADUATING APPRENTICE AND INDUSTRY ENCOURAGEMENT AWARDS.

The TFA 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 2009 the TFA offered financial incentives in the trades of Plastering – Solid, Plastering – Wall & Ceiling Lining, Wall & Floor Tiling, Roof Tiling and Furniture Making (Cabinet Making). The trades where these incentives will be offered in 2010 will be announced in January 2010.

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 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 TFA 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, fault finding, first aid, OH&S, business skills, basic computer skills and computer accounting skills such as MYOB, sustainable/renewable energy, new and emerging technology, presentation skills, lineworking and cable jointing, electrical

controls, and development of industry awareness and knowledge.

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

- Training needs analysis of new entrants, organisational induction (including quality systems, policies and expectations) and site specific induction.
- Work-life balance, time management, personal budgeting, fatigue management, managing workplace conflict and managing return to work for injured workers.
- Legislation governing the industry in the ACT, and contract law for civil contractors.
- Basic computer skills (Excel / Word / Outlook).
- Hydraulic infrastructure, plant operations training and emerging green technology and design.
- Professional development training for new entrant engineers and managers to cover time management, managing multiple projects and managing project costs. Short courses at AQF Level IV for persons entering supervision and management positions in the industry.
- Ongoing funding for Certificate I programs in High Schools, and continuation of taster programs for High School students.
- OH&S training including Construction Induction Card and First Aid.
- Height Safe Training, Manual Handling, and Electrical Awareness.
- Skills shortage funding to be provided in trades as nominated by the TFA.



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 TFA DURING 2008-2009 ARE OUTLINED ON PAGES 22 – 23.

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

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

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 may fund up to 70% of the cost of that training. However, the TFA cannot under its legislation fund the skills recognition process itself. For further information and advice on skills recognition, contact the ACT Regional Building and Construction Industry Training Council Inc. on 02 6241 3977.



Existing Worker Training and Professional Development (continued)

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

There is still a need to provide training programs for existing workers to train as trade teachers.

- Sustainable and Renewable Energy, Business Skills and Bookkeeping, Professional Development and updating of rules and regulations, Dual Qualifications, Data Communication, Base Cabling (Austel), OH&S, Fault Finding Skills, Computer Skills, Networking, First Aid, Risk Assessment and Management, Diagnostics and Schematics, Managerial Skills and Leadership, Radar and Defence Applications, Information Technology, Professional Development and Updating of Rules and Regulations, Industry Knowledge, Smart Wiring, E-Commerce, Electronics and Systems Electricians.
- It was also reported that there are severe shortages of fully qualified Electricians, Lineworkers (distribution), Cable Jointers, Electronics Trades persons, Project Managers, Network Managers, Data Communications Specialists, Data Cablers, Customer Support and Service Personnel.
- 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:

- Training to maintain competence in OH&S, environmental issues and management, writing and reading skills, supervision and management and computer skills (Excel, Word, financial and budget programs, electronic literacy and computer aided design).

- Skills assessment / recognition and gap training.
- Training and Assessment (TAA) Cert IV and Diploma.
- Training to manage all aspects of sub-contractors, including workers' compensation obligations.
- Regulatory updates, including Codes of Practice, Insurance issues and risk management. Financial and professional development for company directors.
- Time and workload management, OH&S responsibilities (including asbestos identification and awareness), and multi task management for supervisors and managers.
- Training to address National Green House and Energy Reporting issues to meet the requirements of the Department of Climate Change. Also, specific programs in regards to the reporting of energy and fuel use (fixed plant).
- Training to assist in the administration of the Federal Nation Building Economic Stimulus Plan, including: Procurement – managing the reporting process, Management - record keeping and reporting, Administration – claiming the rebate.
- Training in new Green Smart programs, including: Green Smart Accreditation for renovations and extensions, Green Smart Refresher and Green Smart Upgraded Program (version 2). Insulation installing and acoustics.
- New programs for professional development to meet the requirements of the Office of the Federal Safety Commissioner (OFSC).
- Cert IV, Diploma and Advanced Diploma in Building & Construction, including Building, Site Management, Estimating, Contract Administration and Construction Management.
- Programs addressing the requirements under the National Code of Practice.
- Marketing, promotion and client skills for business owners.



Promotion and Marketing

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

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

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

The TFA, through its compliance activity, provides information to a wide range of stakeholders. The TFA consults widely with industry stakeholders and government contributors.

The TFA produces a bi-monthly newsletter, and uses direct mailing, industry functions, and a website, to promote the role of the TFA. The TFA 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 TFA 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 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 excellent 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 2010 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. Market the benefits to small businesses and sub-contractors of employing an apprentice direct or through a Group Training Organisation, and advise employers of apprentices of training funding available from the TFA. Promote the role of Group Training Organisations and Registered Training Organisations (RTOs), and advise stakeholders on the courses delivered by RTOs.

Establish a Scholarship to allow an Apprentice to undertake additional study on emerging green technology and design.

- Continue to encourage the entry of women into the industry by promoting, through various events and activities, the career paths available.
- Promote achievements in the industry in areas such as environmental best practice building design and construction and safety standards.



Research and Development

THE FOLLOWING INFORMATION SETS OUT THE INITIATIVES THE TFA WILL ADOPT IN RESEARCH AND DEVELOPMENT DURING 2010.

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



During the consultation process for the 2010 Training Plan, training issues identified by stakeholders included:

- Research new building products and concepts, new and emerging building practices, and new and emerging practices in the civil sector.
- Housing affordability concepts and how it impacts on training and professional development for persons engaged in the design and construction of these homes.
- Development of a Supervisory and Management matrix of common competencies used in the commercial sector of the industry ranging from Cert. IV – Diploma levels.
- Review and improve best practice OH&S and environmental programs.
- Research into the availability of training and professional development programs to address greenhouse trading, emissions and energy reporting. Research into Carbon Trading legislation and reporting. Research into National Green House and Energy reporting and trading requirements. Research into new environmental (green) construction processes and technology.
- Research new technology being developed to meet new environmental, green building and legislation requirements.
- Research and develop a program for foremen on OH&S specifics for the Civil Sector.



Access and Equity

THE FOLLOWING INFORMATION SETS OUT SOME OF THE INITIATIVES THE TFA WILL ADOPT TO PROMOTE ACCESS AND EQUITY DURING 2010.

OBJECTIVES	STRATEGIES	OUTCOMES
<ul style="list-style-type: none">Enhance training opportunities for:<ul style="list-style-type: none">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.	<ul style="list-style-type: none">Provide supplementary funding for the training of identified groups.Market the benefits of training to workers with special training needs.Fund re-training programs for injured workers returning to the workforce.Fund special skills development programs for young workers at risk.	<ul style="list-style-type: none">Increased participation of individual workers and organisations in language, literacy and numeracy programs.Increased participation in training by workers in identified groups.Increased satisfaction from identified workers in training outcomes.

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

In addition, funding may be available from ACT Training and Adult Education 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 2010 Training Plan, issues identified by stakeholders included:

- Literacy, numeracy, verbal presentation training, including introduction to computers.
- People with disabilities to be assisted more. The TFA is developing strategies to assist and support people with disabilities in a more beneficial manner.

- Support for organisations to develop programs to support disadvantaged existing workers to improve skills in OH&S and career paths.
- Programs for Return to Work Co-ordinators.
- 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 in trades that are particularly suitable for women. These trades have been identified as plumbing, painting and decorating, wall and floor tiling, electrical, horticulture and cabinet making. For more details of the campaign visit the website on www.tradeswomen.com.au



Governance, Finance and Administration

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

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

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

The effectiveness of TFA funded training programs is monitored and audits of TFA funded training are conducted 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 21. Work that is exempt from the Levy includes work valued at less than \$10,000 and work carried out by the staff of a public authority.

COLLECTION OF THE LEVY

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

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

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

SELF-ASSESSMENT OF THE LEVY

The TFA has written self-assessment agreements with 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 TFA and account for about 25% 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.

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.

PROMOTION AND EDUCATION

The TFA works closely with industry stakeholders, industry bodies, businesses and government agencies to promote the role of the TFA 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

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
- ACT Government
- student to industry program

The TFA also liaises with stakeholders on matters such as:

- apprenticeships and 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

provide funding incentives in trades that have been identified as having a skills shortage.

To assist the TFA communicate to a wide range of stakeholders, the TFA uses its website, bi-monthly newsletters, direct mail, meetings with industry, functions and advertising in industry journals. The TFA 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 TFA 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 TFA also 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 Australian apprenticeships and to encourage young people to make a career in the industry.

Ray Stowers
Industry Liaison Officer





Eligible Person Criteria

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

An **ELIGIBLE PERSON** is any person usually working in, or in connection with, the building and construction industry in the Australian Capital Territory, who is substantially (at least 80%) performing work as set out in the Schedule of Work in the Act – see page 21; or is a person deemed as an Eligible Person on application to the TFA. 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
<ul style="list-style-type: none">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.	<ul style="list-style-type: none">YES	<ul style="list-style-type: none">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.
<ul style="list-style-type: none">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.	<ul style="list-style-type: none">YES	<ul style="list-style-type: none">The activity of the occupation is work covered by the Schedule of Work in the Act.
<ul style="list-style-type: none">A NSW or other interstate worker who works in the ACT.	<ul style="list-style-type: none">CONDITIONAL	<ul style="list-style-type: none">The worker must be substantially engaged (80%), in the ACT, in work covered by the Schedule of Work in the Act.
<ul style="list-style-type: none">An ACT industry worker seeking training to qualify for a NSW licence or certificate.	<ul style="list-style-type: none">CONDITIONAL	<ul style="list-style-type: none">The worker must be substantially engaged (80%), in the ACT, in work covered by the Schedule of Work in the Act.
<ul style="list-style-type: none">An apprentice under a NSW contract of training.	<ul style="list-style-type: none">CONDITIONAL	<ul style="list-style-type: none">The Apprentice must be substantially engaged (80%), in the ACT, in work covered by the Schedule of Work in the Act, and is only eligible for existing worker funding.



Work liable for the Training Levy

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

1. The construction, erection, alteration, repair, renovation, demolition, maintenance or removal of a building or structure.
2. The construction, alteration or repair of a road, street parking area, footpath, thoroughfare (for pedestrians or vehicles), kerbing, guttering, roundabout, median strip, or the performance of other road works.
3. The construction, alteration, repair, demolition or removal of a railway or part of a railway, or of any platform, signal or other structure connected with a railway.
4. The construction, alteration, repair, demolition, or removal of an aircraft runway or helicopter-landing pad.
5. The construction, alteration, repair, demolition, or removal of a bridge, viaduct, aqueduct, or tunnel.
6. The construction, alteration, repair, demolition, or removal of a harbour, breakwater, retaining wall, or marina.
7. The performance of excavation work.
8. The construction, alteration, repair, demolition or removal of a dam, reservoir, weir or other embankment or structure for the catchment, collection, storage, control or diversion of water.
9. The laying of pipes and other prefabricated material in the ground.
10. The construction, erection, installation, alteration, repair, demolition or removal of any system or plant associated with the conveyance, collection, storage, treatment or distribution of water or gas, or the disposal of sewage or effluent.
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 2008 – 2009 and contact details

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

COURSE	PROVIDER / CO-ORDINATOR	CONTACT
Asbestos Awareness	Creative Safety Initiatives (CSI)	6230 1381
	HIA	6285 7300
	MBA Group Training	6280 9119
	National Safety Council of Australia (NSCA)	6241 5011
Basic Dogging	CIT	6207 3188
Basic Rigging	CIT	6207 3188
Basic Scaffolding	CIT	6207 3188
	CITEA	6257 8344
	CSI	6230 1381
	MBA Group Training	6280 9119
	Coates	1300 657 867
BASIX Course	HIA	6285 7300
BCA (Timber Framing)	HIA	6285 7300
BCA (Residential Slabs & Footings)	MBA Group Training	6280 9119
	HIA	6285 7300
Cable Hauling	Electro Skills Centre	6163 6699
Cable Jointing (Basic & Advanced)	Electro Skills Centre	6163 6699
Open Cabler Registration	Electro Skills Centre	6163 6699
	JB Hunter Technology	4940 1333
Optical Fibre Cabling	Electro Skills Centre	6163 6699
	JB Hunter Technology	4940 1333
Restricted Cabler Registration	Electro Skills Centre	6163 6699
Structured Cabling (Category 5/6)	JB Hunter Technology	4940 1333
	Electro Skills Centre	6163 6699
	JB Hunter Technology	4940 1333



Upgrade Restricted to Open Registration	JB Hunter Technology	4940 1333
Cert IV in OH&S	CIT	6207 3188
	CSI	6230 1381
Cert IV in Workplace Trainer & Assessor	MBA Group Training	6280 9119
	CSI	6230 1381
	MBA Group Training	6280 9119
Cert IV Building Licence (Modules)	HIA	6285 7300
	MBA Group Training	6280 9119
Cert IV in Building & Construction (Contract Administration)	MBA Group Training	6280 9119
Cert IV in Building & Construction (Site Management)	MBA Group Training	6280 9119
Cert IV in Frontline Management	MBA Group Training	6280 9119
Cert IV Gasfitting (Type A & B appliances)	Master Plumbers Association	6241 7127
Cert IV in Read and Interpret Plans & Specifications	MBA Group Training	6280 9119
Commonwealth Health and Safety Representatives	NSCA	6241 5011
Computer Software Training (including Microsoft Project Management)	Wizard Computer Training	6162 2929
	HIA	6285 7300
Computerised Accounting (eg MYOB)	Master Plumbers Association	6241 7127
Microsoft Project 2000	HIA	6285 7300
Microsoft Project Management	MBA Group Training	6280 9119
Confined Space Training	ActewAGL	6293 5735
	CSI	6230 1381
	Master Plumbers Association	6241 7127
	MBA Group Training	6280 9119
Confined Space Training (Refresher)	ActewAGL	6293 5735
	CSI	6230 1381
	Master Plumbers Association	6241 7127



	MBA Group Training	6280 9119
Contract Administration	HIA	6285 7300
Contract Administration for Civil Contractors	MBA Group Training	6280 9119
Dangerous Goods & Hazardous Substances Management	NSCA	6241 5011
Dispute Resolution / Customer Service / Conflict Management	HIA	6285 7300
Drug & Alcohol Awareness	CSI	6230 1381
Elevated Work Platform Training	CITEA	6257 8344
	MBA Group Training	6280 9119
	Coates	8796 5011
Environmental Awareness (GreenSmart Professional) and Refresher Course	HIA	6285 7300
Explosive Power Tools	CITEA	6257 8344
	MBA Group Training	6280 9119
Harness Safety Awareness	CSI	6230 1381
Health and Safety Training	CSI	6230 1381
Incident Investigation	NSCA	6241 5011
Induction to General Construction	MBA Group Training	6280 9119
Manual Handling	CSI	6230 1381
	MBA Group Training	6280 9119
	NSCA	6241 5011
Nutrition Training	CSI	6230 1381
OH&S		
Health & Safety Representatives	NSCA	6241 5011
	CSI	6230 1381
	Master Plumbers Association	6241 7127
	MBA Group Training	6280 9119
	WorkWatch	6249 1099



ACT Construction Induction Card	CITEA	6257 8344
	CSI	6230 1381
	Electro Skills Centre	6163 6699
	HIA	6285 7300
	Master Plumbers Association	6241 7127
	MBA Group Training	6280 9119
	NSCA	6241 5011
	Parasol EMT	6280 9880
OH&S for Supervisors & Managers	CSI	6230 1381
	CITEA	6257 8344
	HIA	6285 7300
OH&S Committee Member Training	MBA Group Training	6280 9119
	Parasol EMT	6280 9880
	CSI	6230 1381
	OH&S Risk Management for Managers & Supervisors	CSI
OH&S Responsible Drug / Alcohol / Fatigue (Gold Card)	MBA Group Training	6280 9119
	HIA	6285 7300
	CSI	6230 1381
	OH&S Training – (Workshop) in SWMS's & Risk Assessment	CSI
Plant Operator Training – Civil	Transport Industry Skills Centre	6297 7187
Heavy / Medium / Light Rigid Truck Training	Transport Industry Skills Centre	6297 7187
First Aid Courses	CITEA	6257 8344
	HIA	6285 7300
	Master Plumbers Association	6241 7127
	MBA Group Training	6280 9119
	Parasol EMT	6280 9880



	St. John's Ambulance	6282 2399
	CSI	6230 1381
Sexual Harassment and Racial Vilification Awareness Training	CSI	6230 1381
SunSmart Training	CSI	6230 1381
	MBA Group Training	6280 9119
Testing and Tagging of Electrical Equipment	CIT	6207 4441
	Electro Skills Centre	6163 6699
	HIA	6285 7300
	Master Plumbers Association	6241 7127
Traffic Management – Design and Audit	CITEA	6257 8344
Traffic Management – Induction	CITEA	6257 8344
Traffic Management – Stop / Slow	CITEA	6257 8344
	MBA Group Training	6280 9119
Traffic Management – Traffic Control	CITEA	6257 8344
Traffic Management – Worksite Planning	CITEA	6257 8344
Understanding and Compliance with Federal Safety Commissioner Accreditation	MBA Group Training	6280 9119
Wet Area Waterproofing	MBA Group Training	6280 9119
	CITEA	6257 8344
	HIA	6285 7300
	Master Plumbers Association	6241 7127



ACT BUILDING AND CONSTRUCTION INDUSTRY



**TRAINING FUND
AUTHORITY**