

Australian Capital Territory

Building and Construction Industry Training Levy (Training Plan) Approval 2011

Notifiable instrument NI2011–654

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 2011*.

2 Commencement

This instrument commences on the day after notification.

3 Approval

I approve the *2012 Training Plan* of the ACT Building and Construction Industry Training Fund Authority set out in the schedule.

Andrew Barr
Minister for Education and Training
27 October 2011



ACT BUILDING AND CONSTRUCTION INDUSTRY



**TRAINING FUND
AUTHORITY**



2012 Training Plan

ACT BUILDING AND CONSTRUCTION INDUSTRY
TRAINING FUND AUTHORITY

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Authorised by the ACT Parliamentary Counsel—also accessible at www.legislation.act.gov.au

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Website: www.trainingfund.com.au

The website contains a link to Trades women in building and construction www.tradeswomen.com.au



Photographs used in this publication are the property of the TFA unless otherwise acknowledged.

COMMENTS REGARDING THE ANNUAL TRAINING PLAN AND ITS DEVELOPMENT ARE WELCOME.

Please email Plan Co-ordinator Colin McJannett – colin@trainingfund.com.au



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ACT Building and Construction Industry Training Fund Authority

The ACT Building and Construction Industry Training Fund Authority (TFA) is an ACT Government authority, with a Governing Board consisting of an independent Chairman, two employer representatives and two employee representatives. The Chief Executive Officer sits on the Board as a non-voting member.

The Minister for Education and Training appoints the Board for a term of up to 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 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 is also a member of the Australian Forum of Construction Industry Training Funds (AFCITF), which is an informal alliance of industry training funds operating in Queensland, South Australia, Tasmania, Western Australia, Victoria and the ACT that administer around \$85 million annually to meet the training needs of the building and construction industry. The AFCITF web site is www.afcitf.com.au

The TFA Board:

Independent Chairman

Mr. James Service

Employee Representatives

Mr. Jason O'Mara
Mr. Neville Betts

Employer Representatives

Ms. Alison Just
Mr. John Hailey
Non-voting member
Mr. Gary Guy CEO

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Minister's Statement



ANDREW BARR MLA

As ACT Minister for Education and Training, I am pleased to approve the 2012 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 widespread industry consultation took place to develop the 2012 Training Plan, and I thank industry stakeholders for their comments and advice in the formulation of the 2012 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 has produced 13 annual training plans. During the period 2005 to 2011, the TFA funded \$9,934,298 for the training of existing workers and \$6,290,964 for entry-level training. During the past nine 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 2012 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 2012, 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

I am pleased to note that under the 2012 Training Plan,

the TFA expects to provide \$3,405,000 in funding for training in the industry and will continue to provide funding incentives to employers and group training organisations that will employ and train apprentices in the industry.

These incentives will assist the industry overcome skills shortages, and will also provide employment opportunities for young people seeking a career in the building and construction industry.

It is also pleasing that the TFA has re-affirmed its commitment to the funding of OH&S training for workers in the industry.

I recommend the 2012 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 2011

Chairman's Report



JAMES G SERVICE

The 2012 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. However, not

all suggestions or requests from stakeholders can be undertaken and funded due to the restrictions placed on the TFA by the Training Levy Act. 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 2012 Training Plan.

In the year 2010-11, a record number of 12,906 industry workers attended approved training programs funded by the TFA. In 2012, it is estimated that around 13,000 industry workers will attend approved training courses funded by the TFA.

During the financial year 2010-11, the TFA provided \$2,782,372 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 2012 Training Plan, the TFA has budgeted \$3,405 million for training activities during 2012.

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 2011, incentive payments were provided in the trades of Solid Plastering, Wall and Ceiling Lining, Wall and Floor Tiling, Glass and Glazing, Horticulture – Landscaping and Turf, Bricklaying and Blocklaying, and Civil Construction. The trades where these incentives will be offered in 2012 will be announced in January 2012. 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 2012 funding will continue to be provided to some employers and group training organisations who will employ and train an estimated 580 Apprentices in the industry in 2012.

As in past years, the TFA will continue to provide funding for training in the following key areas and activities in 2012:

- Entry Level Training
- Existing Worker and Professional Development Training
- 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 2012 Training Plan are examples of training courses funded in 2010 and 2011, the names of the Registered Training Organisations who delivered the training and their contact details. If the training course you wish to undertake is not listed in the Training Plan, please contact the authority for further information. Additional information is available on the authority's website at www.trainingfund.com.au where application forms, our annual report and the Training Plan can be downloaded.

I would like to record my thanks to the Board members of the TFA for their assistance and advice, and to the staff of the authority for their commitment to the authority and its stakeholders.

The Board of the TFA 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 2011



Administration of the Fund

Mission Statement

The ACT Building and Construction Industry Training Fund Authority (TFA) may fund up to 70 percent of the cost, for the training of eligible workers (see page 24) 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 workers on rehabilitation are eligible for training to assist their return to the industry.
- Existing workers are eligible for training in new fields and management techniques relevant to the industry.

Training Plan

This training plan applies to the calendar year 2012.

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 24).

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 injured workers on rehabilitation, will be required to contribute to the cost of the training course.
7. Participants must be carrying out work that makes them eligible - either as an employee, employer or an independent contractor (see Eligible Person Criteria at page 24).
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 also evaluate the delivery of training courses and may audit the outcome of funded courses.

Administration of the Fund *cont*

10. The TFA may withhold payment for training where an individual fails to successfully complete all components of the approved training course.

RTOs AND ACCREDITED COURSES

Registered training organisations (RTOs) are registered by state and territory accreditation agencies, usually within the relevant Department of Education and Training. 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 RTOs and accredited courses is that competencies gained can combine to form nationally recognised qualifications. Accredited courses are assessed under the AQTF as satisfying industry needs and having appropriate outcomes, competencies standards, structure, delivery, articulation, credit transfer and monitoring and evaluation.



Development of the 2012 Training Plan

The development of the 2012 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 2012:

- entry-level training
- existing worker and professional development training
- promotion and marketing
- research and development
- access and equity

The consultation and research process to develop the 2012 Training Plan was done in the following manner:

The ACT Regional Building and Construction Industry Training Council Inc. (CITC) was commissioned to provide reports to the TFA based on surveys, meetings and interviews with stakeholders, information from

CITC members provided at CITC meetings and an industry breakfast. The information collected in this manner was collated to assist in the production of the 2012 Training Plan. CITC invited 120 organisations and businesses to contribute to the 2012 plan. These included industry associations and unions, residential and commercial builders, individual companies, civil sector, group training organisations, RTOs, and regulatory and planning bodies. More than 90 percent of these organisations responded.

The Electrotechnology Energy Advisory Board (EEAB) was commissioned to provide 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 2012 Training Plan.

Through its industry liaison activities, the TFA receives valuable advice from stakeholders regarding training issues. Also, the TFA notes training needs and trends by reviewing the courses funded.

OH&S and Emerging Technology Training Programs

Occupational health and safety training and emerging technology issues were two of the most discussed and reported issues that arose from the consultation process in the development of the training plan.

Emerging technology issues identified during the development of the 2012 Training Plan include:

- Carbon trading, renewable energy, grid-connect solar, greenhouse emissions and climate change.

New OH&S issues identified during the development of the 2012 Training Plan include:

- The proposal to harmonise existing state and territory OH&S laws may, if adopted, raise the need for specialised hazard management training.
- The new ACT High Risk Licence may require specialised training.
- Traffic control training needs to be harmonised between ACT and NSW requirements.

Other new issues identified include:

- The management of impaired workers (drugs, alcohol etc.) as a duty of care.
- Training to develop people skills.
- Suicide awareness training for all workers, formal on-site connectors and a workplace impairment training program that deals with drugs, alcohol and gambling.
- Training to deal with bullying and harassment.

Stakeholders also requested that the OH&S training issues identified in the 2011 Training Plan be repeated in the 2012 plan, including but not limited to:

- ACT construction induction card
- asbestos awareness/identification
- safe work method statement and risk assessment
- scaffolding and fall protection, handrail heights, height safety and rescue at heights
- elevated work platform and basic scaffolding training
- manual handling

- electrical awareness and test and tag of electrical equipment
- confined space training
- first aid at various levels
- Certificate IV in OH&S, Diploma in OH&S and OH&S auditing
- OH&S training for managers and supervisors
- drug and alcohol awareness
- fatigue awareness training
- sun protection training
- nutrition awareness training
- explosive power tools training
- responsibilities of managing a return to work for injured employees.

The TFA is again pleased to be a sponsor for a specifically written safety handbook, compiled by ACT WorkCover, for the building and construction industry (and related sectors). This handbook has been widely provided to industry and is available from ACT WorkCover, free of charge.

In 2010-11, the TFA funded OH&S training for 8,946 industry workers.

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

The TFA reaffirms 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 2010-2011, refer to pages 26-29 of the plan.



Entry Level Training

Entry-level training funded under this program 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 25 for the types of work and activities associated with the industry.

Objectives	Strategies	Outcomes
To increase the number of apprentices entering the industry under an ACT Contract of Training, especially in trades or occupations where a skills shortage exists.	Provide financial incentives to group training organisations and individual employers to employ and train apprentices in areas of skills shortages.	Increase the number of new entrants to the industry under an ACT Contract of Training, especially in trades where a skills shortage exists.
To improve the retention rate of apprentices.	Research industry trends and provide advice to government regarding the retention of apprentices. Continue to inform and promote career opportunities within the industry.	Improve the retention rate of apprentices.
To increase the number of students undertaking construction training at ACT schools and colleges.	Provide special funding options to schools and colleges that will increase the number of students undertaking construction training.	Increase the number of students who wish to pursue a career in the industry.

The consultation process to develop the above-mentioned objectives, strategies and outcomes is described on page 9.

Offering financial incentives to trades with skills shortages has been extremely successful during the past eight years with increases in the intake of apprentices to the trades of - bricklaying, tiling, plastering and refrigeration and air conditioning.

In 2011, the TFA offered financial incentives in the trades of solid plastering, wall and floor tiling, horticulture (landscaping), bricklaying and blocklaying, wall and ceiling lining, glass and glazing, horticulture (turf) and civil construction. The trades where these incentives will be offered in 2012 will be announced in January 2012.

The 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 businesses.

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

Entry Level Training *cont*

Entry-level training needs and 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 in the electrotechnology and electrical supply industry and any training delivered to these apprentices should be industry relevant and specific, and encourage lifelong learning.
- Electrical testing, electrical controls, first aid, OH&S, business skills, basic computer skills with industry relevance, sustainable/renewable energy, presentation and interpersonal skills, lineworking and cable jointing, post-trade courses and on-the-job training, and new and emerging technologies.

Entry-level training needs and issues identified by stakeholders in the building and construction and civil construction sectors in 2012 included:

- Literacy and numeracy is a major issue and an industry strategy needs to be developed to address this ongoing issue for the long term, and the Department of Education and Training needs to be a key participant in developing this strategy.
- How to develop a safe work method statement.
- Strategies to deal with bullying, harassment and sexual harassment.
- Restricted height scaffolding.
- Waterproofing.
- Power tool awareness. Basic tool use and maintenance.
- Identification and safe handling of asbestos.
- Basic computer skills. MYOB, Excel and Word training. Writing skills.
- Certificate IV in Building and Construction Contract Administration, and Estimation and Site Management.
- Basic licensing requirements.

Stakeholders in the building and construction and civil construction sectors requested that entry-level training issues identified in the 2011 plan be repeated in the 2012 plan, including but not limited to:

- Encourage individual companies to employ trainees, either directly or through a group training organisation, within the civil construction sector.
- Need to support employers, host employers and trainers in understanding young people, together with teaching/training techniques and basic business skills.
- Pre-apprenticeship programs whereby students will receive 'job-ready skills.'
- A major industry focus on school-based apprenticeships in high schools and colleges offering alternative opportunities for them to be exposed to the construction industry.
- Ongoing *Kids at Risk* programs within the high school system.
- 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.



2011 CITC Awards



2011 CITC Graduating Apprentice and Industry Encouragement Awards - TFA is a sponsor

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 2010-2011 are outlined on pages 26-29.

Objectives	Strategies	Outcomes
To provide financial assistance for the training of existing eligible workers.	Maintain a system for monitoring the quality and effectiveness of training funded by the TFA, and audit training course results.	Ensure that the training meets the criteria established by the TFA.
Increase worker and employer awareness of the TFA and improve access to training programs funded by the TFA.	Continue to present a high profile to the industry through the use of industry journals and sponsorship. Maintain a register of RTO's who deliver approved training programs to the industry. Enhance the cost effectiveness of approved training within the industry.	Increase the number of existing workers who undertake training.
Promote training and skills development as a means of improving business and individual performance.	Liaise with industry sectors on emerging technology and any new legislative requirements in the industry, to ensure that existing workers can access contemporary and relevant training courses.	Increase the number of existing workers who access training and professional development.

The consultation process to develop the above-mentioned objectives, strategies and outcomes is described on page 9.

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 authority may fund up to 70 percent of the cost of that training. However, the authority cannot under its legislation fund the skills recognition process itself. For further information and advice on skills recognition, contact the ACT CITC or a relevant RTO.

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

- There still remains a shortage of electrotechnology and ESI trade teachers and the provision of bridging/training programs would provide considerable opportunity for industry workers to move into the VET professional workforce.
- Sustainable and renewable energy, business skills and bookkeeping, professional development on new technologies, dual qualifications, risk assessment and management, diagnostics and schematics, managerial skills and leadership and



Existing Worker Training and Professional Development *cont*

literacy and numeracy. Other training needs were identified in information technology, professional development and updating of rules and regulation, data communication, base cabling (Austel), OH&S, fault finding skills, computer skills, networking, first aid, fibre optics, business management, smart wiring, electronics, systems electricians and industry knowledge.

- It was widely reported that there are severe shortages of fully qualified electricians, lineworkers (distribution), cable jointers, and electronics trades people, project managers and foremen / leading hands. Skills in demand include broadband and internet services, e-Commerce, mobile phone technologies, multimedia content development, wireless technology, voice over internet protocol (VoIP), traditional network skills and NBN broadband rollout.
- Preferred training delivery methods were identified as – evening training, block release or full-day courses.
- In view of the training issues reported in this sector, it is vital that local employers continue to employ and train staff against the following Certificate III qualifications: electrotechnology electrician, electrotechnology refrigeration and air conditioning, ESI – distribution (lineworker), ESI – cable jointing, renewable energy ELV, telecommunications (customer premises, cabling and equipment, and telecommunications.

Existing Worker training needs and issues identified by stakeholders in the building and construction and civil construction sectors in 2012 included:

- New government initiatives will impact considerably on the need for additional training and up-skilling across the industry, with an urgent need for water-proofing, site supervision, formwork, steel fixing, concreting and carpentry. It is expected that these activities may become regulated and if this is the case, additional training may be required to obtain qualifications or part qualifications.

- High risk licensing and associated issues such as renewal of licences. It was proposed that an industry working group be formed to work with the regulator.
- Mentoring, managing other works particularly Generation Y, lead-based paint training for painters.
- Height safety, fall prevention and working safely on roofs.
- Select and modify traffic control plans.
- Human resources management.
- Building Code of Australia (BCA) – Awareness of and changes to the code.
- Ongoing and up-to-date refresher programs on OH&S.
- Qualifications from Certificate IV to Advanced Diploma.
- Certificate IV in Training and Assessment.
- Leadership development, procurement, auditing risk management, training in project management software such as Acconex and Primavera.

Stakeholders in the building and construction and civil construction sectors requested that existing worker training issues identified in the 2011 plan be repeated in the 2012 plan, including but not limited to:

- A suite of new programs to meet changing legislations in all sectors of the industry, including OH&S compliance, environmental, energy efficiency and resource reuse/recycling. A particular focus needs to be placed on waterproofing, site supervision, general concreting and Certificates II and III level, steel fixing and formwork carpentry.
- Current and up-to-date refresher programs on OH&S.

... continued next page

Existing Worker Training and Professional Development *cont*

- A suite of programs for cost control and forecasting, program management, tendering and project administration.
- Ongoing, new and upgraded first aid training programs.
- Additional courses and programs for Certificates II, III, IV and V cadetship programs to meet the new qualifications within the training package.
- New training programs designed specifically for asbestos.
- Ongoing training and professional development courses for persons seeking to meet the ACT requirements to obtain a builders license (various classes).
- Regular updates on WorkCover issues and requirements.
- A training program to cover the roles and responsibilities of every individual worker, and employer/employee responsibilities.
- Computer courses in Excel, Microsoft Word, Outlook and MYOB.
- People management and communication, leadership skills and time management.
- OH&S accreditation and auditing.
- Workplace training and assessment Certificate IV and Diploma.
- Frontline management Certificate IV and Diploma.
- Green living – environmental programs – residential and commercial.
- Elevated work platform.
- Traffic management.
- Testing and tagging.
- Restricted electrical licensing.
- Gas appliance servicing Type A and Type B.
- Human resources management.



Promotion and Marketing

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

Objectives	Strategies	Outcomes
Increase the awareness among stakeholders as to the TFA’s funded programs.	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	Increase access to TFA funded programs and address skills shortages.
Promote education and training as a means of improving business and personal performance.	Design and distribute material to inform industry of the benefits and availability of training.	Increase numbers of workers participating in training funded by the TFA.
Promote the employment and career opportunities in the building and construction industry.	Design and distribute material to prospective entry-level workers to promote the employment and career opportunities in the industry. Support awards for training and ‘best practice’, in collaboration with group training organisations, industry and government.	Increased numbers of entry-level workers and new apprentices under an ACT Contract of Training. Improved retention rate of new apprentices.

The consultation process to develop the above-mentioned objectives, strategies and outcomes is described on page 9.

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

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’s website offers a comprehensive range of information, including - the annual report, the training plan, and application forms. The website is www.trainingfund.com.au

The TFA will continue its ongoing relationship with the CITC and other training advisory bodies, registered training organisations and group training organisations, by consulting on a regular basis and undertaking joint partnership ventures that meet objectives of the authority.

The 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.

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

Market the benefits to small businesses and sub-contractors of employing an apprentice directly or through a group training organisation, and advise employers of training funding available from the TFA.

Promotion and Marketing *cont*

Promote available training programs that meet with industry regulations and compliance.

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

Promote the role of group training organisations and RTO's, and advise stakeholders on the courses delivered by RTO's.

Encourage all trades to work on a community project that includes third and fourth year apprentices. This will foster a better appreciation among apprentices

of the skills in all trades and develop team work skills. Parent organisations should be encouraged to become involved.

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

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

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



Research and Development

The following information sets out the initiatives the TFA will adopt in research and development during 2012.

Objectives	Strategies	Outcomes
Liaise with stakeholders and identify changes in building technology, methods, materials and legislation that will require new training courses.	Ensure stakeholder involvement with the development of the TFA's training plan.	The TFA responds promptly by providing funding for the development of these new training courses.
Ensure the TFA has the funding required to develop these new courses.	Continual liaison with industry sectors to keep informed of training issues.	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 9.

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

To enhance this liaison role, the 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 RTO's to develop both training and assessment resources that will deliver relevant and innovative training outcomes not currently being provided.

During the consultation process for the 2012 plan training issues identified by stakeholders included:

- It was proposed by stakeholders that several committees be established to determine a range of

issues including how ACT industry can best access federal funding for utilising older workers for the mentoring of apprentices and trainees. It was proposed that a committee look at the Queensland model and also investigate other best practice models. Another committee would look at how industry can utilise latest technology to improve information flows between workers and regulatory bodies.

- How to utilise note pads and technology for on-site management.
- How will carbon trading compliance and other proposed legislation impact on training programs.
- The development of a wide range of training and assessment resources to ensure consistency in the industry within the ACT.
- It was proposed that the ACT host an IT construction conference to showcase technology.

It was noted that the Diploma in Research and Development developed by the EEAB, with the support of training and adult education, continues to be successfully delivered by ANU College and the qualification has been incorporated into the electrotechnology training package (UEE09) and is generic enough to be utilised by all enterprises from all industries.

Access and Equity

The following information sets out some of the initiatives the TFA will adopt to promote access and equity during 2012.

Objectives	Strategies	Outcomes
Enhance training opportunities for: <ul style="list-style-type: none"> women in industry workers with special language and literacy needs Aboriginal and Torres Strait Islander workers. workers with an injury or disability. Young workers identified as at risk. 	Provide supplementary funding for the training of identified groups. Market the benefits of training to workers with special training needs. Provide high quality literacy and numeracy training courses as required. Provide financial incentives to employers to train indigenous Australians. Alter interview techniques to accommodate cultural differences. Fund re-training programs for injured workers returning to the workforce. Fund special skills development programs for young workers at risk.	Increased participation of individual workers and organisations in language, literacy and numeracy programs. Increased participation in training by workers in identified groups. Increased satisfaction from identified workers in training outcomes.

The consultation process to develop the above-mentioned objectives, strategies and outcomes is described on page 9.

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 2012 plan, issues identified by stakeholders included:

- Literacy, numeracy and language training for migrant workers.
- How to better utilise 'older' workers in a mentoring role.
- Encouragement for the safe integration of disabled workers.

- Research by the EEAB confirms that all target groups (mature age, youth, women, indigenous, disabled workers and people from a non-English speaking background) have access to training at a local level.
- Continue to fund the Tradeswomen in Building and Construction campaign that was launched in September 2008 to encourage women to seek a career in the industry.

For more details on the campaign visit the website at www.tradeswomen.com.au



Governance, Finance and Administration

Objectives	Strategies	Outcomes
Ensure the TFA and the training fund are administered in accordance with the Act, the training plan and any other relevant legislation.	Carry out all functions of the TFA and administer the training fund in accordance with the Act, the training plan and any other relevant legislation.	Obtain an unqualified audit opinion from the Auditor-General in respect to the operation of the TFA and the administration of the training fund.
Ensure that applications for funding comply with the training plan, and that there is a consistent and transparent assessment of applications.	Applications will only be considered on merit, and must comply with all criteria set down in the training plan. Ensure applicants are made aware of authority policies in assessing applications.	Continued high level of compliance with the training plan criteria from applicants.
Ensure the efficiency of the administration of the TFA, and the use of training funds.	Continual review of internal administrative procedures.	Continued efficient operation of the TFA's administration and effective and targeted use of training funds.
Establish measures to assess the effectiveness of training delivered.	Conduct audits of TFA funded training courses.	Training delivery and outcomes meet the expectations of participants and industry.
Ensure compliance with the requirement to pay the training levy.	Administer the approved compliance policy of the TFA.	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 since 2003 and is monitored by the Board of the TFA on the basis of regular staff reports.

The effectiveness of the TFA funded training programs

is monitored and audits of the 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 the TFA's training 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 at 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 percent 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 on page 25.

Work that is exempt from the levy includes work valued at less than \$10,000 and work carried out by the staff of a public authority.

Collection of the levy

The levy on work that is subject to the issue of a building approval by the ACT Planning and Land Authority (ACTPLA) must be paid prior to the issue of the building approval. ACTPLA is authorised to collect the levy on such work, acting as an agent for the 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 authority 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, 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 20 percent of our income. They are also a useful arrangement for project owners, as they provide a simple solution to comply with the Act by way of a single annual payment calculated on the value of non-building approval work.

Other levy collection arrangements

Since 2003, 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 the 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.



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 own website, bi-monthly newsletter, 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, registered training organisations and group training organisations.

The TFA has also produced a range of promotional 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 A.C.T.

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, and 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 person usually working in or in connection with the building and construction industry in the ACT, who is substantially (at least 80 percent) performing work as set out in the Schedule of Work in the Act (see page 25), or is a person deemed as an eligible person on application to the authority. An eligible person can be an employer, employee, or an independent contractor.

Examples of an eligible or non-eligible person include:

Example	Eligibility	Rationale
Any person working for a company or organisation that is substantially (at least 80 percent) engaged in carrying out work described in the Schedule of Work in the Act, within the ACT.	Yes	The company or organisation is substantially (at least 80 percent) engaged in the building and construction industry and therefore ALL employees and/or contractors working for the business are eligible.
A maintenance electrician / plumber / carpenter or similar occupation who is substantially carrying out their trade or occupation (at least 80 percent) but working for a non-building company in the ACT.	Yes	The activity of the occupation is work covered by the Schedule of Work in the Act.
A NSW or other interstate worker who works in the ACT.	Conditional	The worker must be substantially engaged (80 percent), in the ACT, in work covered by the Schedule of Work in the Act.
An ACT industry worker seeking training to qualify for a NSW licence or certificate.	Conditional	The worker must be substantially engaged (80 percent), in the ACT, in work covered by the Schedule of Work in the Act.
An apprentice under a NSW Contract of Training.	Conditional	The apprentice must be substantially engaged (80 percent), in the ACT, in work covered by the Schedule of Work in the Act, and is only eligible for existing worker funding.

Eligible Person Criteria



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. 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.

Contact details for training courses funded in 2010- 2011

Course	Provider/ Coordinator	Contact
Asbestos Awareness	Creative Safety Initiatives (CSI)	02 6230 1320
	HIA	02 6285 7300
	MBA Group Training	02 6280 9119
Basic Dogging	CIT	02 6207 3188
Basic Rigging	CIT	02 6207 3188
Basic Scaffolding	CIT	02 6207 3188
	CSI	02 62301320
	MBA Group Training	02 62809119
	Coates	02 87965011
BASIX Course	HIA	02 6285 7300
BCA (Timber Framing)	HIA	02 6285 7300
BCA (Residential Slabs and Footings)	MBA Group Training	02 6280 9119
	HIA	02 6285 7300
Cable Hauling	Electro Skills Centre	02 6163 6608
Cable Jointing (Basic and Advanced)	Electro Skills Centre	02 6163 6608
Open Cabler Registration	Electro Skills Centre	02 6163 6608
	JB Hunter Technology	1800 672 933
Optical Fibre Cabling	Electro Skills Centre	02 6163 6608
	JB Hunter Technology	1800 672 933

Course	Provider/ Coordinator	Contact
Restricted Cabler Registration	Electro Skills Centre	02 6163 6608
	JB Hunter Technology	1800 672 933
Structured Cabling (Category 5/6)	Electro Skills Centre	02 61636608
	JB Hunter Technology	1800 672 933
Upgrade Restricted to Open Registration	JB Hunter Technology	1800 672 933
Cert IV in OH&S	CIT	02 6207 3188
	CSI	02 6230 1320
	MBA Group Training	02 6280 9119
Cert IV in Workplace Trainer and Assessor	CSI	02 6230 1320
	MBA Group Training	02 6280 9119
Cert IV Building Licence (Modules)	HIA	02 6285 7300
	MBA Group Training	02 6280 9119
Cert IV in Building and Construction (Contract Administration)	MBA Group Training	02 6280 9119
Cert IV in Building and Construction (Site Management)	MBA Group Training	02 6280 9119
Cert IV in Frontline Management	MBA Group Training	02 6280 9119
Cert IV Gasfitting (Type A and B appliances)	MBA Group Training	02 6280 9119
	Master Plumbers Association	02 6241 7127



Contact details for training courses funded in 2010- 2011 *cont*

Course	Provider/ Coordinator	Contact
Cert IV in Read and Interpret Plans and Specifications	MBA Group Training	02 6280 9119
Commonwealth Health and Safety Representatives	National Safety Council of Australia	02 6247 9500
	Workwatch	02 6249 1099
Commonwealth Health and Safety Representatives (Refresher)	Workwatch	02 6249 1099
Computer Software Training (including Microsoft Project Management)	Wizard Computer Training	02 6162 2929
Computerised Accounting (eg: MYOB)	HIA	02 6285 7300
	MBA Group Training	02 6280 9119
	Master Plumbers Association	02 6241 7127
Microsoft Project 2000	MBA Group Training	02 6280 9119
Microsoft Project Management	HIA	02 6285 7300
	MBA Group Training	02 6280 9119
Confined Space Training	Workwatch	02 6247 9500
Confined Space Training (Refresher)	ActewAGL	02 6293 5111
	CSI	02 6230 1320
	Master Plumbers Association	02 6241 7127
	MBA Group Training	02 6280 9119

Course	Provider/ Coordinator	Contact
Contract Administration	HIA	02 6285 7300
	MBA Group Training	02 6280 9119
Contract Administration for Civil Contractors	MBA Group Training	02 6280 9119
Construction Industry Job Costing Course	John Thomas & Associates	0419 867 084
Dangerous Goods and Hazardous Substances Management	National Safety Council of Australia	02 6247 9500
Dispute Resolution / Customer Service / Conflict Management	HIA	02 6285 7300
Drug and Alcohol Awareness	CSI	02 6230 1320
Elevated Work Platform Training	MBA Group Training	02 6280 9119
	Coates	02 8796 5011
Environmental Awareness (GreenSmart Professional) and Refresher Course	HIA	02 6285 7300
Explosive Power Tools	CSI	02 6230 1320
	MBA Group Training	02 6280 9119
Harness Safety Awareness	CSI	02 6230 1320
	MBA Group Training	02 6280 9119
Health and Safety Training	CSI	02 6230 1320
Height Safety Awareness	CSI	02 6230 1320

Contact details for training courses funded in 2010- 2011 *cont*

Course	Provider/ Coordinator	Contact
Incident Investigation	National Safety Council of Australia	02 6247 9500
Induction to General Construction	MBA Group Training	02 6280 9119
Manual Handling	CSI	02 6230 1320
	MBA Group Training	02 6280 9119
Nutrition Training	CSI	02 6230 1320
Health and Safety Representatives	CSI	02 6230 1320
	Master Plumbers Association	02 6241 7127
	MBA Group Training	02 6280 9119
	National Safety Council of Australia	02 6247 9500
	Workwatch	02 6249 1099
Health and Safety Representatives – Refresher	CSI	02 6230 1320
	National Safety Council of Australia	02 6247 9500
	Workwatch	02 6249 1099

Course	Provider/ Coordinator	Contact
ACT Construction Induction Card	CSI	02 6230 1320
	Electro Skills Centre	02 6163 6608
	HIA	02 6285 7300
	Master Plumbers Association	02 6241 7127
	MBA Group Training	02 6280 9119
	National Safety Council of Australia	02 6247 9500
	Parasol EMT	1300 366 818
OH&S for Supervisors and Managers	CSI	02 6230 1320
	HIA	02 6285 7300
	MBA Group Training	02 6280 9119
	Parasol EMT	1300 366 818
OH&S Committee Member Training	CSI	02 6230 1320
OH&S Risk Management for Managers and Supervisors	CSI	02 6230 1320
	HIA	02 6285 7300
	MBA Group Training	02 6280 9119
OH&S Responsible Drug / Alcohol / Fatigue (Gold Card)	CSI	02 6230 1320
OH&S Training – (Session) in Emergency Procedures	CSI	02 6230 1320
OH&S Training – (Workshop) in Emergency Procedures	CSI	02 6230 1320



Contact details for training courses funded in 2010- 2011 *cont*

Course	Provider/ Coordinator	Contact
OH&S Training – (Workshop) in SWMS and Risk Assessment	CSI	02 6230 1320
Plant Operator Training – Civil	Transport Industry Skills Centre	02 6297 7187
Heavy / Medium / Light Rigid Truck Training	Transport Industry Skills Centre	02 6297 7187
First Aid Courses	Australian Life Saving Academy	02 9471 8000
	CSI	02 6230 1320
	HIA	02 6285 7300
	Master Plumbers Association	02 6241 7127
	MBA Group Training	02 6280 9119
	Parasol EMT	1300 366 818
	St John's Ambulance	02 6282 2399
Sexual Harassment and Racial Vilification Awareness Training	CSI	02 6230 1320
SunSmart Training	CSI	02 6230 1320
	MBA Group Training	02 6280 9119
Testing and Tagging of Electrical Equipment	CIT	02 6207 3188
	Electro Skills Centre	02 6163 6608
	HIA	02 6285 7300
	Master Plumbers Association	02 6241 7127

Course	Provider/ Coordinator	Contact
Traffic Management	Actew AGL	02 6293 5111
	CSI	02 6230 1320
	MBA Group Training	02 6280 9119
Understanding and Compliance with Federal Safety Commissioner Accreditation	MBA Group Training	02 6280 9119
Wet Area Waterproofing	HIA	02 6285 7300
	Master Plumbers Association	02 6241 7127
	MBA Group Training	02 6280 9119



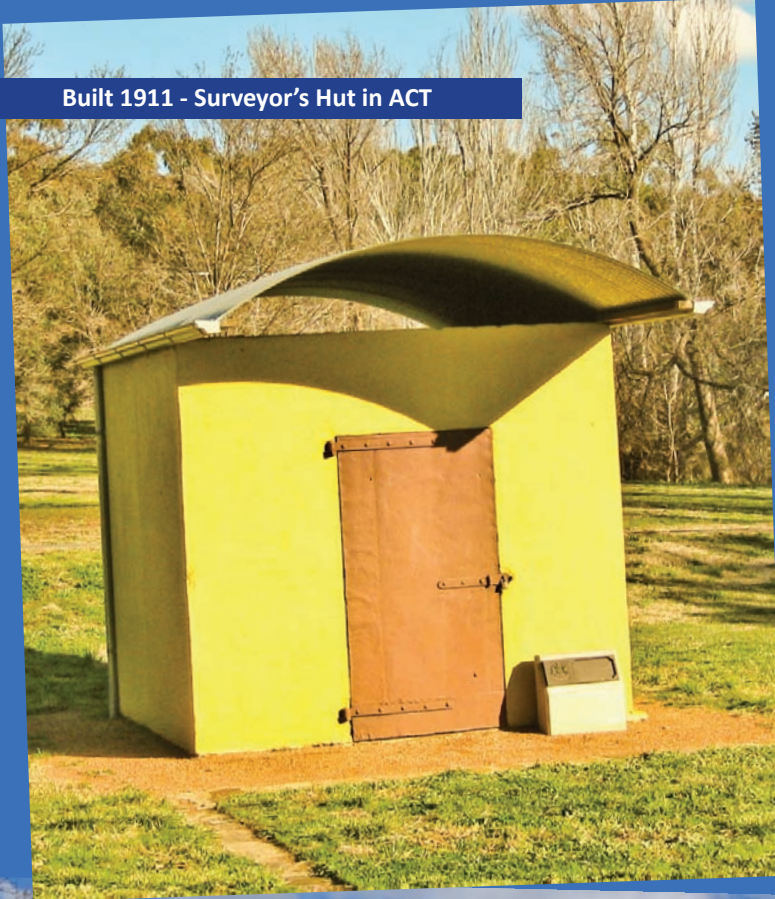


ACT BUILDING AND CONSTRUCTION INDUSTRY



**TRAINING FUND
AUTHORITY**

Built 1911 - Surveyor's Hut in ACT



Built 1925 by volunteer labour - Causeway Hall in ACT