

CONSTRUCTION INDUSTRY TRAINING BOARD

ANNUAL TRAINING PLAN

2009 - 2010

Introduction from the Presiding Member

I am pleased to submit the CITB's 2009-10 Annual Training Plan for your approval. The Board is required to submit its Annual Training Plan to you by 31 May each year, for the subsequent Financial Year, in accordance with *The CITF Act 1993* (the Act).

Our plan has been developed with a broad range of external influences in mind.

The financial year 2008-09 commenced with continued solid construction industry activity and skills shortages in South Australia while growth slowed as global credit tightening began to impact on the Australian economy. Although the South Australian construction industry has thus far fared relatively well, in December 2008 CITB undertook strategic scenario and remediation planning in order to develop contingency plans to mitigate the effects of a downturn in the industry and consequential job losses.

In particular, CITB was keen to minimise the impact of cancellations in contracts of training for apprenticeships. A key decision was the need to protect the significant investment of public and private funds in apprentices, by endeavouring to ensure that we do as much as possible to support the continuing engagement of 'out of trade' apprentices in training. They are the 'High Value Asset' of the workforce development environment. Within this context the significant financial reserves of the CITB have provided great confidence that we can position South Australia to emerge with a well trained workforce when the economy recovers. Fortunately, to date we have not seen any significant contraction in apprentice numbers.

While the construction industry as a whole has been relatively robust, commercial construction has been hardest hit by the contraction in the lending market. Several large projects have been put on hold and commercial approvals have declined. The Nation Building and Jobs stimulus package has shored up activity of the commercial sector in the short but that is not an enduring solution.

Conversely, there is still considerable activity in the civil construction industry now and in the near future. The Civil Sector had suffered a considerable migration of workers to the Mining Industry over the past several years. While the recession has abated this migration, any recovery in the resources sector this trend is likely to re-emerge.

Although the residential sector saw some contraction in the first quarter of 2009, the increase in First Home Owner's grant funding has helped restore activity and confidence as has the injection of a significant amount through Commonwealth stimulus measures for housing. The housing Sector is the largest employer of apprentices, mainly by self-employed contractors. Because of their relative small size, these micro-businesses are arguably the most vulnerable to declining confidence and forward work orders.

The Federal Government's Nation Building and Jobs Plan will channel approximately \$1.2B over 18 months to 2 years into the South Australian construction industry. Considering that the total

quantum of work undertaken in the industry in 2007-08 was \$5.5B, this represents a sizable stimulus into an industry that had prior to the economic downturn been facing skills and labour shortages.

The Prime Minister has stated that there will be a mandatory training requirement associated with all projects funded by the Nation Building and Jobs Plan. At the CITB's instigation and suggestion, a 'Ten Percent Policy' plan has been adopted and is in the early stages of implementation in order to meet the Commonwealth's requirement. Through its sustained investment in Information Technology, CITB has the data to provide a monitoring and reporting system to the contract administrators, while minimising the administrative burden on contractors. This approach is expected to embed a commitment to employment and training as a key tender selection parameter. This has the potential to make a significant and long term contribution to a culture of training in the construction industry.

In the face of a rapidly changing economy CITB plans to continue policy settings as they were in the previous Annual Training Plan year, while adjusting allocations to suit market demand. It is anticipated that apprentice funding will peak this year following nearly 2,300 commencements in 2007-08, and where employers become eligible for CITB funding support on the first anniversary of the apprentice commencement

Expected continued strong demand for Current Worker training will persist in line with the overall strength of the industry. The SA construction industry has embraced the new national standard 'White Card' common OHS induction requirement with more than 14,000 people undertaking training funded by CITB since the introduction of White Card in July 2008.

Innovation and Contingency programs have been a very useful and well utilised adjunct to the core programs. Amongst the initiatives funded through this program is Wise Guys which trains skilled tradesmen and women to become trainers in the industry. Like 'Wise Guys', the Heritage/ Artisan support program is a continuing project that has attracted significant interest in various segment of the industry.

Doorways 2 Construction (D2C) is in its tenth year, and is producing increased numbers of 'work ready' school leavers ready to take their place in the industry. The environment has changed and with a raft of other initiatives such as School Based Apprenticeships meeting with mixed results, D2C continues to evolve as a key component of the SA Construction Industry's future workforce generation strategy. In particular, the success of the new extension program, 'D2C Plus', gives us great confidence that we will have a comprehensive transition to work package. The CITB will contribute to the forthcoming SACE Review, and will work in strengthening its relationship with the Department of Education and Children's Services.

I commend the Plan to you as a comprehensive blueprint for training and resourced to increase the capacity and skills to support the South Australian building and construction industry's workforce development needs for the South Australian community into the future.

Mary Marsland
Presiding Member
CITB
May 2009

FUNCTIONS OF THE BOARD

The Construction Industry Training Fund Act 1993 prescribes the Board's functions. The functions include:

- Coordinating training and personnel development within the building and construction industry
- Promoting increased productivity, career opportunities, personal satisfaction and occupational health and safety within the building and construction industry through training
- Reviewing and evaluating employment related training programs to ensure that they meet the training and skill requirements of the industry
- Supporting appropriate training programs in the industry
- Ensuring a more equitable distribution of effort amongst employers in relation to employment related training.

These functions define the parameters of the objectives in the Annual Training Plan (ATP).

In developing the ATP, the Board has sought input from its advisory committees to ensure that the objectives and strategies meet the priorities of the industry. Informing the consultation process, CITB management has been closely monitoring the progressive impact of the Global Financial Crisis (GFC) on the construction industry at both national and state levels.

It is clear that to date at least, the impact of the GFC on the SA construction industry has been more muted than in some other States. The reasons for this are several and include the projected impact of the National Building and Jobs Program as part of the National Stimulus package, a number of very large infrastructure projects and latent unmet demand for new housing including public housing.

The CITB undertook scenario-based Strategic Planning over December 2008 and January 2009. As a result, a number of guiding principles were developed for application to the 2009-10 ATP:

- Existing policies and settings would be maintained for 2009-10.
- Extant and emerging demand for training would be met.
- Measures to protect our investment in apprentices and trainees already in training would be developed and applied if necessary, although there is no evidence to date this will be required.

- If necessary the resources to fund the ATP would be drawn from Reserve funds accumulated in previous years.

PROGRAM FUNDING

Support provided by the Board is divided into two programs:

- Current Worker program a to cater for existing workers and
- Entry Level Training program for new entrants, principally trade apprentices.

During 2009-10 the Board has determined that the total funding available for the two programs will be in the order of \$20.5M and cover some 4,000 training places and 3,700 apprentices. This will represent the most significant commitment to training in terms of funding and training places that CITB has allocated in its 16 year history.

Entry Level Training Program

The Entry Level Training program is predicted to level out to \$12.3M in 2009-10 (down slightly from 2008-09). The main reason for the slight decrease is that there was a significant increase in funding claims for apprentices following a concerted campaign by the CITB to engage employers over the past two years. In 2008-09 CITB gained access to the Traineeship and Apprenticeship Services (TAS) data which enabled us to identify all construction apprentices and their employers in valid Contracts of Training. All apprentices and their employers who were not claiming previously have been contacted and advised of their eligibility. This significantly increased the amount paid through the Entry Level Training program.

Overall there has been a steady increase in apprentice starts over the past five years from 1389 in 2003-04 to 2296 in 2007-08. Since the GFC took a firm hold there has been some evidence of an easing in new commencements. We anticipate this may be in the order of a 10% reduction in commencements over the full year. There is, at the time of preparing the ATP, no evidence of an increase in apprenticeship cancellations. The Board will monitor this with quantitative data sources and through industry intelligence.

Current Worker Program

The Board anticipates that growth in the Current Worker program will level out in 2009-10, with an allocation made for 32,000 training places, including 10,000 places for White Card. It is predicted that there will be less White Card training in 2009-10 compared to the 14,000 places in 2008-09 and fewer in the year following because as yet there is no defined renewal period. This is in contrast to the former Green Card renewal which was mandatory every three years under state-

based requirements. Demand for training in areas linked to licensing outcomes was strong in 2008-09 and it is unlikely that this demand will abate in the foreseeable future, particularly as new COAG led national standards for licensing are progressively introduced.

FUNDING PROGRAM SECTOR AND PROGRAM SPLIT

The Board has sought to maintain the proportion of funding for the Current Worker program at 45% of total training funds expended and Entry Level Training at 55%. ATP 09/10 is expected to show about 2% variation, offsetting to some extent the 2008-09 outcome, but remains broadly consistent with the Board's intent.

The Act requires that the Board ensure that funding is distributed across the building and construction sectors in approximate proportion to levy collections from each of those sectors. While this is a complex and inexact administrative exercise the table to follow indicates that while the Act is indicative rather than being prescriptive, funding provision is consistent with the intent of the Act and is determined by demand for training places.

	Civil	Commercial	Housing	Total
Entry Level Training Program	6%	23%	25%	53%
Current Worker Program	17%	17%	13%	47%
Total*	22%	39%	37%	100%

*rounded

Of note is a marked increase in Civil construction activity and levy collections. This is attributable the number and scale of major infrastructure projects already in progress or planned for the future.

OBJECTIVES, STRATEGIES AND OUTCOMES

The following tables identify program objectives, strategies and outcomes. The information contained therein was developed for the ATP in 2007-08 and it was the Board's intention that these objectives remain in place to enable evaluation of the outcomes.

The Board revised the access and equity policy in February 2009 and supports the development of new initiatives to give effect to the policy. For the purpose of the policy, access and equity relates to measures which address under-representation in either the construction industry workforce, or among trainees engaged in entry-level training. It specifically includes, but is not exclusive to:

- residents of Regional SA
- age (youth and/or older workers)
- Aboriginal and Torres Strait Islanders (ATSI)

- women
- people with a disability
- people with language and literacy difficulties
- adult entrants
- school leavers
- people of non-English speaking background, including newly arrived migrants

The guiding principles of the policy are:

- To maximize training in the construction industry, the CITB will target resources and/or partner with other agencies to increase participation of groups under-represented in the industry.
- The Board may make specific budgetary provision for contingency funding for programs that support access and equity for those entering or already working in the construction industry and in line with CITB objectives.
- CITB will collect and use available data to target policy initiatives.
- CITB will ensure that all communication reflects this policy.

CITB will engage with stakeholders to develop innovative strategies in 2009-10 and develop a set of outcome measures to track progress over time.

Program 1 – Entry Level Training

Objectives	Strategies	Outcomes
To encourage prospective new entrants in schools and the community to consider careers in the industry	Provide information and advice on training and careers to schools and the community that promote construction careers	An increased awareness and acceptance of building industry careers amongst school students
	Support schools and community groups to provide a positive experience of the industry to prospective new entrants through involvement in the D2C program	An increased interest by schools and the community in the D2C program
	Encourage support and engage the teaching community in the delivery of D2C through the provision of scholarships	Maintenance of a population of appropriately qualified, committed and enthusiastic teachers delivering D2C
To encourage enterprises to take on apprentices and trainees in approved vocations	Provide financial incentives to enterprises taking on D2C graduates under contracts of training	An increase in the proportion of D2C participants gaining contracts of training
	Provide financial incentives to enterprises for placing apprentices and trainees in approved vocations	Apprentice and trainee commencements in approved vocations are consistent with 10 year long term trend
	Develop a marketing plan to contact potential employers not currently involved in apprenticeship programs	Increased awareness of financial and tangible benefits of employing under contracts of training
	Implement the 'Ten Percent Policy' to redress the perceived deficiencies of 'Inskill' as highlighted in the 2007 Industry Leaders Forum. Do this by collaboration with DFEEST and DTEI. Elicit DTEI commitment to a rankings system of tender selection which includes a training and employment 'Pre-Qualification Index'.	A monitoring and reporting system developed and implemented, that measures contractor performance against a benchmark of ten percent of labour hours worked by apprentices and trainees. Initially to be applied on projects undertaken as part of the Nation Building and Jobs Plan. To be extended to all State Government projects with an ultimate objective of including Commonwealth projects.
To maximise the proportion of new entrants undertaking approved vocational qualifications	Provide financial support to off-set the cost of tuition fees for apprentices and trainees under contracts of training in approved vocations	The levels of apprentices and trainees in approved vocations in-training are sufficient to maintain the industry workforce at required levels
	Provide financial incentives to enterprises to support the completion of approved vocational qualifications	
	Encourage new entrants to have relevant skills acknowledged through a formal recognition framework	An increase in the proportion of new entrants in approved vocations gaining formal recognition of their skills

To improve the quality of workplace learning and training of apprentices and trainees in approved vocations	Provide financial incentives to enterprises to ensure their apprentices and trainees in approved vocations receive a broad range of on-the-job experiences consistent with their training plans	A wider acceptance and adoption of on-the-job recognised training
	Encourage and support apprentices and trainees in their final years to take up training opportunities that develop skills for business and licensing requirements	An increase in the number of recently completed apprentices in approved vocations gaining appropriate licenses
To raise awareness of safe work practices amongst apprentices and trainees in approved vocations	Ensure that D2C participants, apprentices and trainees in approved vocations are supported in safety training available to the industry	Participation levels in approved OH&S specific training is consistent with workforce numbers

The key strands of the Entry Level Training Program are: Doorways 2 Construction (D2C), Career Initiatives and Apprenticeship and Traineeship Support.

Apprentice and Traineeship Support includes: Tuition Funding for apprentices, On-Job Training (Log Book) Incentive and Completion Incentive for eligible employers.

Program 2 – Current Worker Program

Objectives	Strategies	Outcomes
To facilitate, support and promote a training culture across the industry	Reduce the cost of training to industry by subsidising endorsed training programs delivered by CITB approved Registered Training Organisations	A greater uptake of training, measured by hours of training and numbers of training places
	Promote to, and broadly engage stakeholders and enterprises regarding the benefits of training to the industry	Improved levels of awareness of the importance of training and the means by which it can be accessed
	Provide training which is accessible to all, regardless of geographic location	Balanced regional training provision and delivery
To improve workplace productivity and performance by developing and maintaining a highly skilled and accredited workforce	Broaden and develop the skills base of the industry workforce	An increased application of skills learnt
	Address changing techniques, technology, regulation and compliance applicable to the industry	The workforce has a broader skills-base which keeps pace with changing technologies and industry requirements
	Improve the proportion of the workforce with recognised qualifications by supporting the uptake of skills recognition processes	An increase in the proportion of the workforce with recognised AQF qualifications An increase in the number of recognised current competencies (RCCs) funded
To ensure a more equitable distribution of effort amongst enterprises in relation to employment-related training in the industry	Promote skill development at the enterprise level to encourage enterprises to invest and participate in training	An increase in the number of new enterprises accessing training funds An increase in the number of enterprises registered and active in the Current Worker Program
To enhance career opportunities and broaden workforce employability through training	Promote and support the up-skilling and cross-skilling of the existing workforce and those returning to the industry	The skills of the workforce meet industry requirements
	Liaise with key stakeholders in relation to training and personnel development requirements	The level of training activity is balanced against present and projected economic trends
To facilitate the development and adoption of safe work practices across the industry	Ensure that the industry and its workforce are supported in all aspects of safe work practices, through training.	A demonstrated commitment to training in the area of safer work practices
	Promote increased OH&S within the industry through training	A safer working environment through training

Contingency Program

Objectives	Strategies	Outcomes
To address training needs in skill shortage areas that are not otherwise covered by the Current Worker or ELT Programs (Contingency)	Provide training in skill shortage areas to individuals who would otherwise be ineligible for Current Worker or ELT Programs	Build capacity in skill shortage areas with employment outcomes and attract more people to the SA construction industry.

Innovation Program

Objectives	Strategies	Outcomes
To develop new training programs, new opportunities and/or innovative delivery of training in skills shortage areas (Innovation)	Engage industry participants by applying different approaches and/or methods to training that are outside the Current Worker or ELT Programs	To facilitate new approaches to training in areas of skills shortages with employment outcomes

In consultation with its advisory committees, the Board has established a schedule of training activities that are appropriate to the needs of the sectors in the industry. To manage the growing list of proposed activities, courses not used from one year to the next are placed on a dormant list. Courses used in the previous year, and those meeting unmet demand with industry support will be known as active courses. A formula is used to vary allocations from one year to the next. The original allocation is compared to actual take-up for each course and new allocations.

The Board will engage endorsed registered training organisations (RTO) to provide training, assessment and other services to be delivered to the industry in accordance with the approved schedule of courses. The majority (80%) of the allocation will be assigned to RTOs active in the previous ATP year. Those who are not active will need to apply for new contracts from the 20% remaining of the allocation. The CEO will allocate discretionary funds to meet unmet training demand from the industry throughout the year. Requests for funding over and above the allocated 20% of unallocated funds will be considered by the Board and, where necessary, met from funding reserves.

Funds in the Current Worker Program will continue to be allocated to the skill categories in the approximate proportions of: Core construction skills (50%), Construction management (13%), OH&S (21%), Business management (12%), and 'Other' (4%).

Appendix 1

Research, Planning, Governance and Administration

Research and Planning

Research is a Board function prescribed in the Act. The research conducted by the Board is intended to support decision making, to evaluate the training programs within the Annual Training Plan, and to carry out the Board's other statutory planning and advisory functions.

The research will be focused on monitoring and evaluating the effectiveness of current programs so that the Board is provided with meaningful and timely information for its decisions. It will also include an awareness survey to measure CITB market penetration. The research will enable the Board to engage with stakeholders so that appropriate strategies are developed to deal with emerging issues that affect training for the industry.

A State of the Industry report produced by CITB aligns the research function to industry needs and demonstrates CITB's commitment to ensuring strategic training outcomes, designed to deliver targeted training and optimal workforce development outcomes.

Research is also conducted into emerging needs in skills development arising from changing technologies and demands for skills and labour.

Approximately 2% of budgeted expenditure will be available to support this function.

The CITB performs the additional function of the Construction Industry Skills Board under a deed of agreement with the Department of Further Education, Employment, Science and Technology. The emphasis of this function is on Workforce Development.

The ISB function also facilitates, through the extant Sector Committee structure, is also committed to engaging industry wide consultative networks to ensure that Training Packages are designed to deliver a job ready workforce, attuned to SA specific industry requirements.

Governance, Finance and Administration

The Board is required to administer the Act within a sound corporate governance framework.

The Board seeks to ensure that the industry complies with the requirements under the Act, that levy funds are soundly managed and that systems and processes are fair, transparent and efficient.

The Board is provided with monthly reports on its financial position and performance as well as regular reports on levy collections, compliance, investments and training expenditure.

Approximately 10% of budgeted expenditure will be available to support this function.

Appendix 2

ATP 2009-10 Resourcing Plan

BACKGROUND

Levy

Levy revenue increased from \$15.5M in 2007-08 to \$17.5M projected to the end of 2008-09. There have been several drivers behind the increases in levy collections. Civil collections have increased and now represent 26% of total revenue. Significant civil levies were collected for the Northern Expressway and the Bakewell Bridge. The Desalination Plant currently under construction will make a significant contribution to construction activity and levy revenue with payments being made progressively in the current financial year and next. While housing revenue as a proportion of revenue had decreased, there has still been an increase in the total levies collected. Commercial collections have also increased marginally.

Forward projections for 2009-10 are difficult to due the unpredictability of the credit market which will disproportionately impact on the commercial sector. However, the Nation Building and Jobs Plan that involves stimulus for the economy will assist the commercial sector in particular. Several large housing developments in South Australia will help maintain activity in the residential sector as will funding for 1,500 new affordable homes and \$3M for upgrades of public housing stock associated with the stimulus package.

Training

The accumulated surplus from increased activity in the past year and prior gives the CITB confidence and resources to put in place a rigorous, innovative and sustainable Plan for 2009-10 and beyond. For 2009-10, CITB will generally maintain current rates of funding support, but the net level of funding is expected to continue to grow.

There has been a significant increase in Current Worker training activity, due primarily to the increased activity in induction training. CITB has played a pivotal role in promoting the uptake of this training by taking on the development of new training materials for this course from Work Safe SA. SA was the first state positioned to deliver training under the new national arrangements and workers from the SA industry now have a qualification that will transcend state borders.

There has also been an increase in training associated with Cert IV level qualifications including competencies required for licensing requirements. It is anticipated that demand for this training will be maintained over the longer term. New licensing requirements for high risk occupations will also place additional demand on training such as rigging and scaffolding.

OTHER INITIATIVES FOR 2009-10

The Board has responded to emerging needs in the industry and initiated several projects to broaden the current reach of programs:

- Northern Area Initiative – CITB has appointed a project officer to work with building and construction contractors working on various housing developments in the Northern suburbs, particularly those at Blakes Crossing. The aim of the project is to provide a direct link for workers in the residential sector who are notoriously difficult to engage in training.
- Ten Percent Policy – CITB is working closely with DTEI and DFEEEST to ensure that 10% of labour hours associated with the Nation Building and Jobs Plan are allocated to apprentices and trainees, including up-skilling and cross-skilling current workers. Ideally CITB will monitor this system on behalf of DTEI with a web-based system to gather, collate and report compliance. Compliance would require contractors to raise an account for each project they undertake, and to advise the names of sub-contractors. The application will interrogate the CITB database to collate a compliance report based on the registrations for Current Worker training and Apprentices register, either directly indentured or Group Training.
- Heritage Trade Support funding – provides funding for specialist training in Heritage/Artisan trades such as traditional timber framing and stone masonry.
- Immigration Support funding – provided on a short term basis to assist skilled migrants to obtain training they need to enter the construction industry.
- Wise Guys – mature age building and construction workers are being recruited to obtain Training and Assessment (TAA) qualifications to ensure that we have a supply of skilled, trainers with current workplace experience to shape the training and development of our future workforce.
- Contingency funding for skills development needs that may emerge at short notice.
- To meet the medium term needs of the South Australian Building and Construction Industry, the CITB continues to review and update annually the Five Year forward plan first developed in 2004-05. The budget has been structured accordingly.

KEY POINTS

The table below provides projected budget figures for 2008-09 and then actual budget projected to the end of the financial year. Levy Revenue is anticipated to be \$17.5M net of refunds. The total spent on funding including the Current Worker program, Entry Level Training program and Innovation and Contingency is projected to be \$16.6M.

Current estimates for the 2009-10 budget indicate that levy revenue is expected to be in the order of \$17.5M. Total funding for the Current Worker program of \$8.2M is based on estimates for the number of training places allocated and the Contingency and Innovation programs. Funding for the Entry Level Training program is expected to be approximately \$12.3M, bringing the total on training programs to \$20.5M.

However it is important to note that these figures only include direct funding for training. The table does not include any budget figures for the program support such as communications, program delivery, overheads and associated administration costs.

	2008-09 Budget	2008-09 (Preliminary) ¹	2009-10 Budget
Gross Levy Revenue	\$17.00M	\$17.5M	\$17.5M
Current Worker Expenditure	\$5.7M	\$6.1M	\$7.2M
Contingency program	\$0.5M	\$0.4M	\$0.5M
Innovation program	\$1.2M	\$0.2M	\$0.5M
Total Current Worker	\$7.4M	\$6.6M	\$8.2M
Entry Level Training			
Tuition funding	\$1.0M	\$2.0M	\$1.8M
On-Job funding	\$3.4M	\$3.7M	\$4.4M
Completion funding	\$3.8M	\$4.0M	\$5.2M
D2C Employer incentive	\$0.12M	\$0.4M	\$0.3M
Total Entry Level Training	\$8.32M	\$10.1	\$12.3M
Total Programs*	\$15.72M	\$16.6M	\$20.5M
Number of Current Worker training places	27,000	30,000	32,000
Number of apprentices supported	3,884	3,700	4,000

RESERVES POLICY

The CITB Reserves Policy establishes two tranches of Reserve within the total of Accumulated Funds.

¹ Estimate derived from July 2007 – Mar 2008 actual plus estimate for final quarter

The Prudential Reserve exists as a defensive 'wind-up' provision in the unlikely event that *The Act* was to be repealed. The net amount will be subject to annual review based on actual contractual commitments and the like. At the start of 2009-10 it is expected to be of the order of \$8.1M.

The balance of Accumulated Funds comprises the Strategic Reserve. The Strategic Reserve, is available to the Board with the primary aim of supporting extant training programs or meeting emerging needs (contingency and innovation) during 'down cycles' in the industry. It is for exactly this purpose that the Strategic Reserve will fund a planned deficit budget in 2009/10 in accordance with the Board's decision in February 2009 to maintain existing programs, levels of funding and scope of eligibility in the face of the current economic downturn.

The Board's current policy is that the Strategic Reserve will not be depleted below a level of \$0.5M on an on-going basis.

At June 2009, the Strategic Reserve is expected to be of the order of \$10.4M.

SCOPE OF CITB FUNDING SUPPORT

The scope of the CITB funding support is prescribed in *The CITF Act, 1993* Part 6 Section 32 Clause 8. In essence the Board is required to ensure that the resources of the Fund are only allocated to structured training programs relevant to the building and construction industry in the state.

The CITB does not provide capital funding to associations or RTO, or any other agency or entity. Neither does it fund generic training or 'transition to work' programs. It defines the industry as those companies engaged in the industry which generate more than 80% of their revenue from building and construction. The only exception to this is the funding support provided to the Doorways 2 Construction VET in schools program. Because the levy is not collected from the mining sector, it does not fund training in that sector. Eligible individual workers must be employed in the industry and generally engaged in on-site construction activities. While some off-site vocations are covered; such as pre-cast concrete and structural steel welders and fabricators, manufacturing workers are not. The CITB has an extensive range of policies that underpin its governance framework to ensure compliance with *The CITF Act 1993*

Appendix 3

Active Courses for 2009-10

Service ID	Service Description	Duration Hours	2009-10 Places	Base Amount	2009-10 Total
1	Rigging (advanced)	40	30	\$570	\$17,100
2	Scaffolding (Advanced)	40	20	\$470	\$9,400
4	Air Conditioning Commissioning (120 hours)	120	10	\$1,000	\$10,000
7	AS 3000 2000 Wiring Rules (refresher)	30	160	\$370	\$59,200
8	AS3000 2000 Wiring Rules (60 hours)	60	20	\$670	\$13,400
9	AS 3500 Code Revision Sanitary and Drainage	36	20	\$510	\$10,200
10	Asbestos Removal (bonded)	20	30	\$280	\$8,400
11	Asbestos Removal	40	10	\$470	\$4,700
12	Excavation and Support Installation	16	140	\$220	\$30,800
16	Rigging (basic)	64	180	\$1,000	\$180,000
17	Scaffolding (Basic)	40	180	\$570	\$102,600
36	Front End Loader Operations (40 hours)	40	40	\$750	\$30,000
42	Confined Spaces	16	450	\$270	\$121,500
51	Dogging	48	330	\$850	\$280,500
52	Drug and Alcohol Safety and Rehabilitation	2	120	\$30	\$3,600
53	Electric Power Tool Testing	8	340	\$110	\$37,400
56	Elect. Self Test. Procedures for A Class Elect.	12	70	\$170	\$11,900
57	Electrical Tendering and Contracting	40	10	\$470	\$4,700
58	Elevated Work Platform Operations	10	590	\$250	\$147,500
63	Fixing & Flushing Plasterboard Cornice	40	90	\$570	\$51,300
64	Forklift Operations	10	645	\$170	\$109,650
72	Hot Water Unit Maintenance & Servicing	16	10	\$270	\$2,700
74	HR Licence	12	310	\$580	\$179,800
81	Rigging (intermediate)	40	90	\$1,000	\$90,000
82	Scaffolding (Intermediate)	40	40	\$1,000	\$40,000
89	Mobile Crane Operation	40	30	\$1,000	\$30,000
90	MR Licence	10	200	\$480	\$96,000
99	Passive Fire Protection	20	20	\$280	\$5,600
102	Personnel Hoist/ Combined Goods Hoist	24	60	\$360	\$21,600
103	Pipe Laying	8	50	\$130	\$6,500
111	Restricted Electrical Licence for Plumbers	20	120	\$280	\$33,600
113	Safety Supervisor	24	360	\$300	\$108,000
114	First Aid (Senior)	15	1190	\$180	\$214,200
115	First Aid (Senior) Refresher	8	190	\$110	\$20,900
121	Solid Plaster Acrylic Based Trowel Finishes	20	30	\$330	\$9,900
127	Steel Framing for House Builders	64	30	\$860	\$25,800
129	Supervisor Development-B	12	40	\$170	\$6,800
131	Open Registration - Basic Cabling Licence	40	20	\$470	\$9,400

Service ID	Service Description	Duration Hours	2009-10 Places	Base Amount	2009-10 Total
133	Open Registration Endorsement - Co-axial Cabling	8	10	\$110	\$1,100
134	Open Registration Endorsement - Optical Fibre cabling	24	15	\$300	\$4,500
137	Tractor Crane - Franna Crane (Non Slewing Mobile Crane)	32	40	\$1,000	\$40,000
138	Twin Rope Access and Retrieval	24	20	\$300	\$6,000
139	Understanding the Timber Framing Code (a) (36 hours)	36	190	\$420	\$79,800
144	Workzone Traffic Management (general)	8	1460	\$110	\$160,600
145	Confined Spaces-Refresher	8	210	\$110	\$23,100
147	Use of Extinguishers & Hose Reels & Fire Blankets	2	80	\$30	\$2,400
167	Workzone Traffic Management (basic)	4	40	\$60	\$2,400
169	Safe Working at Heights	8	510	\$110	\$56,100
170	Bridge and Gantry Crane Operation	32	10	\$380	\$3,800
172	Asbestos Identification and Awareness	4	160	\$60	\$9,600
173	Asbestos Identification and Registers	8	10	\$110	\$1,100
174	Asbestos Pipe Removal	8	20	\$110	\$2,200
175	CV Crane Operation	24	90	\$300	\$27,000
176	Cardio Pulmonary Resuscitation (CPR)	4	90	\$60	\$5,400
178	Safe Working on Roofs	8	20	\$110	\$2,200
179	Truck Mounted Crane	8	50	\$130	\$6,500
182	Materials Hoist to 500kg (brickies)	10	40	\$140	\$5,600
188	Tower Rescue	16	20	\$220	\$4,400
191	HC Licence	30	170	\$1,000	\$170,000
192	OH&S Representative Training (basic)	40	10	\$470	\$4,700
205	First Aid (Emergency)	8	40	\$110	\$4,400
206	Laser Safety	8	10	\$110	\$1,100
207	Chainsaw Operation (Basic)	8	80	\$110	\$8,800
208	Chainsaw Operations (advanced)	16	30	\$220	\$6,600
212	Environmental Management for Roadside Maint. Activities	7.5	20	\$100	\$2,000
215	Manual Handling	6	50	\$80	\$4,000
216	Vehicle Loading Crane	8	15	\$130	\$1,950
218	Hazard Management (Risk Management)	8	40	\$110	\$4,400
222	Industrial Relations	12	10	\$170	\$1,700
228	Computer Aided Drafting	18	10	\$250	\$2,500
236	Computer Aided Drafting (Advanced)-House Plans	18	10	\$250	\$2,500
238	Quantities and Tendering	32	0	\$380	\$0
239	Site Controls	24	0	\$300	\$0
240	Business Management (24 hours)	24	20	\$300	\$6,000
242	Contracts Management	18	60	\$250	\$15,000

Service ID	Service Description	Duration Hours	2009-10 Places	Base Amount	2009-10 Total
247	Financial Management	24	0	\$300	\$0
284	First Aid (Occupational)	30	30	\$370	\$11,100
312	Load Slinging (8 hours)	8	70	\$110	\$7,700
318	Wiring Rules Update 2008	8	100	\$110	\$11,000
319	Plastering (solid)	40	40	\$570	\$22,800
320	Wall and Floor Tiling Level 1	40	40	\$570	\$22,800
321	Wall and Floor Tiling Level 2	40	40	\$570	\$22,800
322	Wall and Floor Tiling Level 3	40	20	\$570	\$11,400
323	Stencilling (Advanced)	40	0	\$470	\$0
325	Introduction to Stencilling	40	0	\$570	\$0
326	Introduction to Graining	40	10	\$570	\$5,700
345	Read and Interpret Plans	8	30	\$110	\$3,300
354	Alternative Waste Disposal Systems	10	30	\$140	\$4,200
365	Applying the Timber Framing Code	16	10	\$220	\$2,200
379	Plan Reading and Basic Estimating	32	40	\$380	\$15,200
388	Small Business Management Stage I (b) (60 hours)	60	100	\$670	\$67,000
413	The Practice of Architecture	24	20	\$300	\$6,000
455	OH&S Responsible Officer- Managers Role	4	180	\$60	\$10,800
474	Manual Handling - Biomechanics and Implications	3.5	100	\$50	\$5,000
491	Restricted Registration (RCL)	24	10	\$300	\$3,000
505	Hazardous Substances Awareness	3.5	40	\$50	\$2,000
512	Pendant Crane Operation	8	20	\$130	\$2,600
522	Backflow Prevention	40	60	\$330	\$19,800
523	Polyethylene Gas Piping	8	10	\$110	\$1,100
531	Safety Supervisor Refresher	8	50	\$110	\$5,500
538	Carry Out Basic Site Survey	8	30	\$110	\$3,300
547	Wet Area Construction Short Course	4	60	\$60	\$3,600
554	Cable Location	8	50	\$110	\$5,500
555	Pit & Pipe Practices	16	10	\$220	\$2,200
556	Cable Hauling Practices	8	10	\$110	\$1,100
557	Cable Jointing (Basic)	80	10	\$890	\$8,900
560	Optical Fibre Jointing	40	10	\$470	\$4,700
580	Introduction to CAD	18	30	\$250	\$7,500
581	Computing for Builders - Advanced CAD Level 2	18	20	\$250	\$5,000
582	Advanced CAD Level 3	18	10	\$250	\$2,500
583	IMS Implementation	28	10	\$350	\$3,500
586	Hand Held (Powered) Concrete & Masonry Cutting Saw	8	50	\$110	\$5,500
587	OHS&W Update	8	50	\$110	\$5,500
589	Re-certification of Occupational First Aid	18	0	\$250	\$0
601	Elevated Work Platform below 11m (Duty of Care) - Yellow Card	3	100	\$50	\$5,000

Service ID	Service Description	Duration Hours	2009-10 Places	Base Amount	2009-10 Total
603	Certificate IV in Gas Fitting (Type B Service Appliances)	100	0	\$1,000	\$0
609	Gas Fitting Update (AS5601)	7	20	\$100	\$2,000
611	Bricklaying Basics	40	30	\$570	\$17,100
612	Brick Paving Basics	40	10	\$570	\$5,700
619	Green Smart Building	12	30	\$170	\$5,100
636	Security System I & II - Modules	21	20	\$260	\$5,200
732	Safe Use and Care of Lifting Equipment	8	20	\$110	\$2,200
744	Sloping Site Flooring Systems	16	10	\$220	\$2,200
745	Two storey Steel Frame Erections	16	10	\$220	\$2,200
751	Quick Cut Saw	2	10	\$30	\$300
772	Manual Handling	4	60	\$60	\$3,600
773	Safety Supervisor - 2	16	20	\$220	\$4,400
788	First Rate - Energy Rating System	8	40	\$110	\$4,400
792	Front End Loader - OH&S Ticket	4	410	\$250	\$102,500
793	Backhoe - OH&S Ticket	4	270	\$250	\$67,500
794	Skid Steer - OH&S Ticket	4	450	\$250	\$112,500
795	Excavator - OH&S Ticket	4	420	\$250	\$105,000
796	Dozer - OH&S Ticket	4	100	\$250	\$25,000
804	Reporting and Investigating a Workplace Accident / Incident	3	0	\$40	\$0
840	Concrete Practice	12	0	\$170	\$0
883	AS/NZS 3000:2000 Wiring Rules	36	40	\$420	\$16,800
885	KRONE Master Design	16	10	\$220	\$2,200
888	Structured Cabling (Category 5) Endorsement	16	10	\$220	\$2,200
894	OHS & W Internal Auditing and Management	4	0	\$60	\$0
905	Project Management	24	50	\$300	\$15,000
914	Open Registration - Data (Formerly BCL)	40	50	\$470	\$23,500
916	Multi Purpose Tool Carrier Operation	20	50	\$280	\$14,000
917	Bridge and Gantry Crane (Remote Operation Only)	8	0	\$110	\$0
922	Follow defined occupational health and safety (OHS) policies and procedures - LG4	8	15	\$110	\$1,650
923	Work effectively in the Local Government context - LG4	4	20	\$60	\$1,200
924	Work with others in Local Government - LG4	4	20	\$60	\$1,200
925	Provide leadership in the workplace - LG4	16	20	\$220	\$4,400
926	Participate in, lead and facilitate work teams - LG4	8	40	\$110	\$4,400
927	Manage operations to achieve planned outcomes - LG4	8	5	\$110	\$550
928	Develop works maintenance schedule - LG4	8	5	\$110	\$550
929	Prepare for operational works - LG4	8	5	\$110	\$550
930	Manage civil plant and resources - LG4	8	5	\$110	\$550

Service ID	Service Description	Duration Hours	2009-10 Places	Base Amount	2009-10 Total
931	Administer contracts - LG4	18	5	\$250	\$1,250
932	Arrange contracts - LG4	8	5	\$110	\$550
933	Implement & monitor organisation's OHS policies, procdr & progs within the work group - LG4	20	5	\$280	\$1,400
934	Investigate alleged breaches of legislation and prepare documentation - LG4	16	5	\$220	\$1,100
935	Manage finances within a budget - LG4	8	5	\$110	\$550
936	Prepare tender documentation - LG4	24	20	\$300	\$6,000
939	Waterproofing Domestic Dwellings	8	20	\$110	\$2,200
973	Job Costing and Accounting Systems	24	0	\$300	\$0
977	Job Costing and Accounting Systems - One day course	8	0	\$110	\$0
978	Job Safety Analysis	3	170	\$40	\$6,800
981	Waterproofing - Internal Wet Areas only	24	30	\$360	\$10,800
982	Rendering Quoins and Plaster Banding	40	10	\$570	\$5,700
984	Roller	4	150	\$190	\$28,500
992	Bricklaying Stage 2	40	10	\$570	\$5,700
997	Job Costing and Accounting Systems - Two Day Course	16	0	\$220	\$0
998	Environmental Awareness for Civil Construction Projects	8	100	\$110	\$11,000
1000	Effective Supervisory Management (ESM)	65	20	\$720	\$14,400
1005	CITB Plant Assessment - Level Achieved - Backhoe	4	15	\$350	\$5,250
1006	CITB Plant Assessment - Level Achieved - Grader	4	45	\$350	\$15,750
1007	CITB Plant Assessment - Level Achieved - Dozer	4	5	\$350	\$1,750
1008	CITB Plant Assessment - Level Achieved - Excavator	4	15	\$350	\$5,250
1009	CITB Plant Assessment - Level Achieved - Dump Truck	4	65	\$350	\$22,750
1010	CITB Plant Assessment - Level Achieved - FE Loader	4	15	\$350	\$5,250
1011	CITB Plant Assessment - Level Achieved - Scraper	4	15	\$350	\$5,250
1012	CITB Plant Assessment - Level Achieved - Skid Steer	4	15	\$350	\$5,250
1021	CTA Group 2 Plant Assessment - Water Cart	4	10	\$190	\$1,900
1027	Business Acquisition	24	0	\$300	\$0
1029	Construction & Building Services	32	0	\$380	\$0
1031	Self Contained Breathing Apparatus Refresher	4	20	\$60	\$1,200
1036	Restricted Cabler Registration (RCL)	12	10	\$170	\$1,700
1038	KRONE Master Installer	24	20	\$300	\$6,000

Service ID	Service Description	Duration Hours	2009-10 Places	Base Amount	2009-10 Total
1041	Technical Seminars - Legislation & Codes Updates	2	200	\$30	\$6,000
1046	Electronic Gas Appliance Maintenance & Servicing	16	0	\$220	\$0
1050	Dangerous Goods & Hazardous Substances Update	8	50	\$110	\$5,500
1051	IMS Implementation for smaller contractors (SCIMS)	16	10	\$220	\$2,200
1053	JSA/SWMS for Sub-contractors	2	150	\$30	\$4,500
1068	OH&S Induction Refresher Program for Construction Industry	4	0	\$50	\$0
1070	Installation of nail plated timber trusses	8	0	\$110	\$0
1085	Workzone Traffic Management - Update of AS1742 pt 3 - 2002	5	100	\$70	\$7,000
1088	Fire Warden	8	50	\$110	\$5,500
1091	CPR Refresher	4	70	\$60	\$4,200
1092	Advanced Resuscitation	5	10	\$70	\$700
1096	Establish Business and Legal Requirements	50	20	\$560	\$11,200
1098	Undertake Financial Planning	50	20	\$560	\$11,200
1107	Civil Trainee CTA Level Achieved - Backhoes	40	55	\$1,800	\$99,000
1108	Civil Trainee CTA Level Achieved - Dozer	40	20	\$1,800	\$36,000
1109	Civil Trainee CTA Level Achieved - Excavators	40	45	\$1,800	\$81,000
1110	Civil Trainee CTA Level Achieved - Dump Truck	40	5	\$1,800	\$9,000
1111	Civil Trainee CTA Level Achieved - Graders	40	25	\$1,800	\$45,000
1112	Civil Trainee CTA Level Achieved - Front End Loaders	40	45	\$1,800	\$81,000
1114	Civil Trainee CTA Level Achieved - Skid Steers	40	45	\$1,800	\$81,000
1123	Load Restraint	8	50	\$110	\$5,500
1124	Self Contained Breathing Apparatus (8 Hour)	8	20	\$110	\$2,200
1125	Hebel Power Panel And Power Floor Installation	20	20	\$280	\$5,600
1141	ArchiCAD Training Course Outline	36	10	\$420	\$4,200
1143	Basic Fire Awareness	4	40	\$60	\$2,400
1145	Distance Learning - Business Acquisitions Regional	24	0	\$300	\$0
1146	Distance Learning - Business Acquisitions Metro	24	0	\$300	\$0
1148	Distance Learning - Business Management Metro	24	0	\$300	\$0
1149	Distance Learning - Financial Management Regional	24	0	\$300	\$0
1150	Distance Learning - Financial Management Metro	24	0	\$300	\$0
1151	Distance Learning - Construction & Building	32	0	\$380	\$0

Service ID	Service Description	Duration Hours	2009-10 Places	Base Amount	2009-10 Total
	Services Regional				
1152	Distance Learning - Construction & Building Services Metro	32	0	\$380	\$0
1153	Distance Learning - Site Controls Regional	24	0	\$300	\$0
1154	Distance Learning - Site Controls Metro	24	0	\$300	\$0
1155	Distance Learning - Human Resources Regional	18	0	\$250	\$0
1156	Distance Learning - Human Resources Metro	18	0	\$250	\$0
1157	Distance Learning - Contracts Management Regional	18	0	\$250	\$0
1158	Distance Learning - Contracts Management Metro	18	0	\$250	\$0
1160	Distance Learning - Quantities and Tendering Metro	32	0	\$380	\$0
1161	Distance Learning - Marketing strategies - Sales techn &Doc. Metro	24	0	\$300	\$0
1162	Distance Learning - Marketing strategies - Sales tech &Doc. Regional	24	0	\$300	\$0
1163	SBM Establish Business and Legal Requirements	18	230	\$250	\$57,500
1165	SBM Undertake Financial Planning	18	230	\$250	\$57,500
1167	OH&S for Supervisors	15	20	\$210	\$4,200
1168	Maintenance Contractors Training - A	7	0	\$100	\$0
1187	Functions of the Estimator (EH1)	3	0	\$40	\$0
1188	The Estimating Process (EH2)	3	0	\$40	\$0
1189	Preparing for Estimating (EH3)	3	0	\$40	\$0
1190	Preliminary & Site Works-Est Quant (EH4A)	3	0	\$40	\$0
1191	Estimating Quantities.- Concrete (EH4B)	3	0	\$40	\$0
1192	Estimating Quantities-Masonry (EH4C)	3	0	\$40	\$0
1193	Estimating Quantities-Carpentry (EH4D)	6	0	\$80	\$0
1194	Estimating Quantities-Roof Cover/Plumb/Elect (EH4E)	3	0	\$40	\$0
1195	Estimating Quantities-Plastering, linings (EH4F)	3	0	\$40	\$0
1196	Estimating Quantities-Mouldings & Fixtures (EH4G)	3	0	\$40	\$0
1197	Estimating Quantities-Wall & Floor Tiling (EH4H)	3	0	\$40	\$0
1198	Relate Sales to Industry Environment (S2)	3	0	\$40	\$0
1199	Provide Technical Advice to Consumers (S3)	3	0	\$40	\$0
1200	Understanding Plans & Specifications (S4)	3	0	\$40	\$0
1201	Building Planning and Regulations (S5)	3	0	\$40	\$0
1202	Estimating Quantities-Paint, Pave & Misc. (EH4I)	3	0	\$40	\$0
1203	Costs of Labour, Margins,Overheads (EH5)	3	0	\$40	\$0
1204	Prepare Orders (EH6)	3	0	\$40	\$0

Service ID	Service Description	Duration Hours	2009-10 Places	Base Amount	2009-10 Total
1205	Estimating Software (EH7)	3	0	\$40	\$0
1214	Develop Customer Relations (S9)	3	0	\$40	\$0
1215	Building Finance (S7)	3	0	\$40	\$0
1216	Construction Process (S8)	3	0	\$40	\$0
1217	Loan Approval Process (S10)	3	0	\$40	\$0
1218	Selling - First Homebuyer (S11)	6	0	\$80	\$0
1219	Selling-Up Market/Multi-Storey/Indiv Des (S12)	6	0	\$80	\$0
1220	Administer a Contract for Building Work (S13)	3	0	\$40	\$0
1229	Apply the Skills of a Sales Consultant (S1)	3	0	\$40	\$0
1230	Contract Law (S6)	3	0	\$40	\$0
1240	Kitchen Planning and Design (K3)	10	0	\$140	\$0
1241	Kitchen Drafting and Presentation (K4)	10	0	\$140	\$0
1251	Elevated Work Platforms - Duty of Care Trailer Lift	3	20	\$70	\$1,400
1252	Elevated Work Platforms - Duty of Care Vertical Lifts	3	20	\$70	\$1,400
1253	Elevated Work Platforms - Duty of Care Truck Mounted	3	10	\$70	\$700
1254	Elevated Work Platforms - Duty of Care Boom Lift	3	120	\$70	\$8,400
1255	Elevated Work Platforms - Duty of Care Scissor Lift	3	200	\$70	\$14,000
1266	Installation of Fibre Cement Cladding & Columns	40	0	\$470	\$0
1268	Plumbing Estimating 1A	40	40	\$470	\$18,800
1269	Fixture Connections	15	10	\$210	\$2,100
1270	Plumbing industry and responsibilities	10	20	\$140	\$2,800
1271	Trade Wastes	15	10	\$210	\$2,100
1272	Levelling for Plumbers	10	10	\$140	\$1,400
1273	Plumbing systems	40	10	\$470	\$4,700
1274	Gas Supply	20	10	\$280	\$2,800
1275	Gas Controls	20	10	\$280	\$2,800
1277	Gas Sizing	20	10	\$280	\$2,800
1278	Appliance Commissioning	20	20	\$280	\$5,600
1280	Upgrade -Restricted to Open Registration	28	10	\$350	\$3,500
1286	Commercial Steel Framing	74	0	\$820	\$0
1295	Maintenance Contractors Training - B	7	0	\$100	\$0
1298	Building Site Supervision	48	20	\$530	\$10,600
1299	Building Site Survey & Set Out	36	10	\$420	\$4,200
1303	Gas AS5601 2004 (Legislative Update)	4	200	\$60	\$12,000
1309	Manual Handling (8 Hr)	8	20	\$110	\$2,200
1310	National Restricted Electrical Licence	16	10	\$220	\$2,200
1311	OH&S for Electrical Workers in Conj with NBB002	24	10	\$300	\$3,000

Service ID	Service Description	Duration Hours	2009-10 Places	Base Amount	2009-10 Total
1313	Plumbing AS35000 2004 (Legislative Update)	4	200	\$60	\$12,000
1314	Rescue & Resuscitation	5	160	\$70	\$11,200
1317	Security Systems 1	40	10	\$470	\$4,700
1318	Security Systems 2	40	10	\$470	\$4,700
1320	Environmental Solutions (Plumbing)	20	30	\$280	\$8,400
1323	Asbestos Removal Supervision	16	10	\$220	\$2,200
1325	Plasterboard & Cement Fibre Sheet Installation	90	0	\$1,000	\$0
1326	Asbestos removal (Non-friable)	5.5	0	\$80	\$0
1327	Identify, locate and protect underground services	8	20	\$110	\$2,200
1329	MKKK Press and leak test, recover, evacuate and charge	40	10	\$470	\$4,700
1330	Plan and Organise Group-based Delivery TAADEL401A	40	0	\$470	\$0
1331	Facilitate work-based learning TAADEL404A	40	0	\$470	\$0
1332	Facilitate individual learning TAADEL403A	40	0	\$470	\$0
1333	Facilitate group-based learning TAADEL402A	40	0	\$470	\$0
1334	Plan and organise assessment TAAASS401A	40	0	\$470	\$0
1335	Assess competence TAAASS402A	40	0	\$470	\$0
1336	Occ. Hazards & Risks in Refrig and Air Cond	40	10	\$470	\$4,700
1337	Basic Carpentry	40	20	\$570	\$11,400
1338	Refrigerant Tubing & Fitting Preparation	40	10	\$470	\$4,700
1339	Assemble, Position & Startup Split Air Cond Systems	40	10	\$470	\$4,700
1342	3D CAD Applications	18	10	\$250	\$2,500
1343	Electronic Accounting - Accounts	12	50	\$170	\$8,500
1344	Electronic Accounting - Payroll	8	50	\$110	\$5,500
1345	Thermostatic Mixing Valves	3	20	\$40	\$800
1346	Glass and Glazing Standards	8	10	\$110	\$1,100
1347	Site Based Risk Control Processes	8	50	\$110	\$5,500
1348	Installation of Expansion and Knuckle Joints in Drains	3	30	\$40	\$1,200
1349	Building Contracts and Legal requirements	36	180	\$420	\$75,600
1350	Business and Financial Management	26	300	\$320	\$96,000
1351	Manage OHS in the Building and Construction Workplace	18	140	\$250	\$35,000
1352	Building Codes and Structures**	40	180	\$470	\$84,600
1353	Building Plans, Sketches and Drawings**	16	180	\$220	\$39,600
1354	Site Surveying and Setting Out*	12	100	\$170	\$17,000
1355	Estimating *	56	150	\$620	\$93,000
1356	Planning and Supervising Building Work*	24	150	\$300	\$45,000
1362	Construction Induction NCoP - WhiteCard	6	10700	\$70	\$749,000
1363	Wordprocessing Application - Introduction	12	20	\$170	\$3,400
1364	Wordprocessing Application - Intermediate	8	20	\$110	\$2,200

Service ID	Service Description	Duration Hours	2009-10 Places	Base Amount	2009-10 Total
1365	Spread Sheet Application - Introduction	12	20	\$170	\$3,400
1366	Spread Sheet Application - Intermediate	8	20	\$110	\$2,200
1367	Integrated Computing Applications	8	20	\$110	\$2,200
1368	Email Systems	6	20	\$80	\$1,600
1369	Robotic Survey - Basic	38	0	\$540	\$0
1370	Robotic Survey - Intermediate	36	0	\$510	\$0
1371	Robotic Survey - Advanced	36	0	\$510	\$0
1372	CV Crane Update	4	20	\$60	\$1,200
1373	CN Crane Update	4	20	\$60	\$1,200
1374	C0 Crane Update	4	20	\$60	\$1,200
1375	C1 Crane Update	4	20	\$60	\$1,200
1376	C2 Crane Update	4	20	\$60	\$1,200
1377	C6 Crane Update	4	20	\$60	\$1,200
1378	TiltUp and PreCast Handling and Erection	9	20	\$150	\$3,000
1380	Pole Top Rescue	4	30	\$70	\$2,100