

CITB 2018-19 FUNDING CONDITIONS

FOR

CONSTRUCTION WORKER TRAINING SUPPORT

Training Period 1 July 2018 – 30 June 2019



GENERAL

CITB is a whole-of-industry led organisation that brings together employers, unions and government representatives to support the South Australian building and construction industry to promote excellence in training career development and advice to support a safe and productive construction sector.

ORGANISATIONAL OBJECTIVES

CITB provides funding to support the training of workers within the construction industry.

CITB's objectives are:

1. the promotion of increased productivity, career opportunities, personal satisfaction and occupational health and safety within the building and construction industry through training
2. ensuring a more equitable distribution of effort amongst employers in relation to employment related training in the building and construction industry
3. to generally coordinate training and personal development within the building and construction industry

To achieve these objectives in support of workers employed in the SA building and construction industry, CITB will subsidise the delivery costs for courses approved for the Annual Training Plan (ATP) Year undertaken by Eligible Persons*.

This will be carried out by appointing CITB endorsed Training Providers** (Registered Training Organisations - RTOs) that meet CITB eligibility criteria to deliver approved training activities to Eligible Persons in the SA building and construction industry.

*CITB website contains definition of Eligible Person

**CITB may endorse non-accredited Training Providers at their discretion

CONSTRUCTION WORKER PROGRAM

Aim and objectives

The objective of the Construction Worker Program is to raise the level of skill in the construction industry workforce by engaging Eligible Persons in training and skill development activities. CITB facilitates training opportunities and endeavours to ensure that CITB funded training meets both quality standards and industry requirements.

1. CITB will provide funding support by way of subsidies paid to endorsed Training Providers for training of construction workers or apprentices. This subsidy is intended to be a co-payment, **not** the full cost of conducting the training. CITB insists, as a condition of funding, that a minimum of 90% of the subsidy is passed to the Eligible Person, either as an upfront discount or on successful completion of the training.
2. CITB has limited funds available, and therefore allocates set amounts to each of its programs via the ATP. Before the commencement of the Training Year, Training Providers are invited to apply for a pre-allocation of training places to which subsidies will apply. After receiving those submissions, CITB allocates a designated number of places for each course to endorsed Training Providers.
3. CITB, through its Sector Committees, reviews the courses deemed to meet CITB objectives. The maximum support level for each course for the purpose of subsidy payments is set each year based on available funds. CITB reserves the right to vary the support funding at any time with 4 weeks' notice.
4. A course subsidy will be paid on a per place (person) basis, except in designated circumstance (eg one-on-one competency based training), where an hourly subsidy will be paid up to a pre-determined maximum number of hours. Subsidies are contingent on the Eligible Person successfully completing the outcomes of the course.
5. Each endorsed Training Provider will be notified in writing of their pre-allocation.

CITB ENDORSED TRAINING PROVIDER ELIGIBILITY

A CITB endorsed Training Provider will:

1. be an RTO approved to deliver training in South Australia**
2. have an Australian Business Number (ABN)
3. have an established training presence in South Australia
4. always be an RTO when delivering courses within the scope of a National Training Package
5. if brokering their courses, ensure the broker is an approved RTO who is accredited to deliver those courses within the scope of a National Training Package
6. when delivering non-accredited courses ensure that appropriate support materials are used to deliver the training. CITB will determine whether the courses are relevant and appropriate to the needs of the industry
7. deliver training attracting CITB subsidies of greater than \$10,000 per training year
8. maintain their Training Provider status throughout the ATP Year
9. maintain records of Eligible Persons and training provided, including course post evaluation
10. make their records, premises and training activities available for review and inspection by CITB. (Notice will be given by CITB in writing one week prior to a review taking place)
11. ensure all marketing and advertising of relevant courses acknowledges the support of CITB and promote the activities of CITB by displaying support funding acknowledgment in the training premises, together with their website
12. ensure Eligible Persons receiving subsidies for training have an approved CITB number prior to enrolment
13. ensure courses fulfil requirements of all appropriate Legislation including but not limited to Workplace Health and Safety
14. ensure accredited courses fulfil the requirements of the National Training Packages as applicable
15. ensure criteria set by CITB policy is applied when a course is non-accredited
16. meet the minimum funded hours as listed in CITB Construction Worker Allocation (unless otherwise agreed in writing by CITB) for training and/or assessment in courses declared 'High Risk Work' by SafeWork SA

Note: All Assessors conducting assessments for 'High Risk Work' must have a current registration with SafeWork SA

17. ensure it lodges all funding claims in line with all CITB policies and procedures

**CITB may endorse non-accredited Training Providers at their discretion

CITB will not provide funding support when:

- a course attracts HECS-HELP
- a course attracts other public funding (eg WorkReady)
- a course is delivered exclusively for an enterprise where such training is not generally available to the industry as a whole
- a course is delivered by an endorsed Training Provider to its own employees
- a course is less than two hours' duration
- a course that is not approved by CITB

CITB reserves the right to review support funding levels at any time and reallocate unused training places to other courses or other endorsed Training Providers. This will occur when a review of an endorsed Training Provider's funding indicates that the Provider is unlikely to deliver training to the level that will fully utilise the support funding allocated to them.

Endorsed Training Providers may request additional courses at any time during the ATP Year. Approval is at the sole discretion of CITB.

Note: new courses **MUST** be accompanied by industry support.

Endorsed Training Providers may request training places be transferred between courses for which they have a pre-allocation. Re-allocation is at the discretion of CITB.

Additional support funding is available for a program or course delivered in regional areas (see Regional Training Support below).

SUSPENSION OR TERMINATION OF SUPPORT FUNDING

Continued support funding may be withheld by CITB if:

1. the endorsed Training Provider negligently, recklessly or wilfully fails to pass on a minimum of 90% of CITB subsidy to an Eligible Person
2. the endorsed Training Provider fails to respond to any audit requirement requested by CITB within a requested time frame
3. the endorsed Training Provider fails to deliver the course in the training year
4. CITB becomes aware of issues with quality delivery of training, such as:
 - a. where the endorsed Training Provider is registered with ASQA, and there is a breach of ASQA standards, resulting in their failure to remedy such breach within 30 days
 - b. where non-accredited training fails to meet quality outcomes for industry
5. the endorsed Training Provider for any reason fails to maintain ASQA registration or relinquishes their registration
6. the endorsed Training Provider brokers part or the whole of its courses to another party without the prior written consent of CITB
7. the endorsed Training Provider becomes insolvent
8. the endorsed Training Provider has removed a course(s) from its scope

OPERATION AND PAYMENT CONDITIONS

CITB will provide Construction Worker funding to Eligible Persons holding a valid CITB number via the provision of a discount to the retail price of an approved training course. The Construction Worker Program is a contributory fund, requiring Eligible Persons to contribute to the cost of the training they receive.

Endorsed Training Providers are to use CITB TALAS Operating System to create a Course Event and PCRN claim. This forms the basis of a claim for payment when training has been successfully completed.

Funded course lists and rates are revised annually and published through CITB website and TALAS.

Funding is paid to CITB endorsed Training Providers on submission and approval of an electronically submitted claim, following successful completion of the course by the Eligible Person.

Claims must be submitted and lodged with CITB within 60 days following the Course Event end date and on successful completion of the course to constitute a valid claim.

End of Financial Year processing requires all claims to be submitted and lodged with CITB by close of business 31 July 2018, 30 days following completion of the Course Event end date

AUDIT ARRANGEMENTS

Funding will be subject to audits to confirm Eligible Persons successful completed and achieved all outcomes of the course.

Endorsed Training Providers must make their records, premises and training activities available for review and inspection by CITB. (Notice will be given by CITB in writing one week prior to a review taking place).

To ensure that CITB only funds appropriate courses, endorsed Training Providers must make available for inspection the resources that support the delivery of the training.

For auditing purposes endorsed Training Providers may be required to provide evidence of the successful completion of a course by Eligible Persons. Evidence of claims should be maintained for a minimum of 2 years after funding is received.

CITB reserves the right to terminate support funding based on unacceptable audit outcomes.

REGIONAL TRAINING SUPPORT

CITB will provide additional funds for travel and accommodation to endorsed Training Providers for training that is delivered in designated regional areas where a minimum of eight Eligible Persons attend the regional training location.

For regional training where less than eight Eligible Persons attend, the prescribed amount will be calculated and paid on a pro-rata basis for the travel component. Accommodation will be paid at the full rate for Groups B, C and D. (Please note support relating to Group A*** below).

Regional training support amounts are reviewed, set annually and based on the following groups:

Group	Location	Per Eligible Person (pro-rata rate)	Maximum Travel allowance
Group A	Includes training locations that are 50 – 100 km from Adelaide CBD (or endorsed Training Provider registered address if regional location)	\$9.37	\$75.00
Group B	Includes training locations that are 101 – 300 km from Adelaide CBD (or endorsed Training Provider registered address if regional location)	\$26.25	\$210.00
Group C	Includes training locations that are 301 – 400 km from Adelaide CBD (or endorsed Training Provider registered address if regional location)	\$38.12	\$305.00
Group D	Includes training locations more than 401 km from Adelaide CBD (or endorsed Training Provider registered address if regional location)	\$55.00	\$440.00

Accommodation is calculated at \$120 per night per trainer where required.

Group A*** It should be noted that accommodation is **NOT** available for **Group A** unless classes are over two consecutive days.

PRIVACY

CITB collects information as is required to perform its functions. This includes information about the endorsed Training Provider, the location of the training, the type of training that is provided and the Eligible Persons to whom the training is delivered. CITB uses this information to:

1. evaluate the suitability of Training Provider applications
2. determine the amounts to be made available for the course

3. assess any additional funding for identified groups of individuals
4. evaluate program effectiveness
5. develop Eligible Persons profiles (for improved targeting of services)
6. assess expenditure against outcomes

Endorsed Training Providers must ensure that the Eligible Person consent to providing information on the training claim to CITB.

The information will only be used by CITB or by research organisations engaged by CITB that have the appropriate security arrangements.

CITB may withhold payment for courses if such consent is not provided.

2018-19 Funding Conditions for Construction Worker Training Support accepted by:

Signed:

Name in Print:

Position:

Organisation:

Dated:

2018-19 Funding Conditions for Construction Worker Training Support confirmed by:

Signed:

Name in Print: Marie Paterson

Position: Chief Executive Officer

Organisation: Construction Industry Training Board

Dated:

