

CITB 2018-19 FUNDING CONDITIONS

FOR

GROUP TRAINING ORGANISATION 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.

CITB's functions include:

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

CITB provides funding to support of workers (Eligible Persons*) employed in the SA building and construction industry. CITB will use the funds from the levy it collects to subsidise the delivery costs for training or associated activities that are approved in the Annual Training Plan (ATP).

To achieve this CITB endorses providers** who meet CITB eligibility criteria, to deliver training or associated activities.

GROUP TRAINING ORGANISATION FUNDING

Aim and objectives

CITB provides 'On Job' Apprentice Training funding support and an additional 9% completions incentive to Group Training Organisations (GTO) to provide support for apprentices in the construction industry. GTOs find suitable 'host' employers for each apprentice or trainee to undertake work on a daily basis. The benefit to the construction industry is that employers who may not otherwise have been able to employ an apprentice or trainee have an opportunity to participate in the training system by hosting an apprentice or trainee for a nominated period of time.

The flexibility this provides to our industry cannot be understated. The compliance regime that a GTO must maintain to meet the National Standards for Group Training Organisations is a cost borne only by this group and CITB support ensures that these compliance costs are not passed onto host employers through charge out rates. CITB funding support to GTOs is as follows:

1. CITB will provide monthly 'On Job' funding support to an endorsed GTO for its construction apprentices***. As a condition of funding, a minimum of 90% of the 'On Job' funding support is to be passed to the Host Employer through a reduction in the hourly charge out rate.
2. CITB has limited funds available, and therefore allocates set amounts to each of its programs via the Annual Training Plan (ATP). Before the commencement of the Training Year, GTOs are invited to apply for monthly 'On Job' funding support. CITB will assess submissions received and will advise GTOs accordingly.
3. CITB reserves the right to vary the funding support at any time with 4 weeks' notice.

* refer CITB website for definition of Eligible Person

** Providers can be but are not limited to Registered Training Providers, GTO

*** As per the list of CITB approved Qualifications listed on schedule 1

CITB ENDORSED GROUP TRAINING ORGANISATION ELIGIBILITY

A CITB endorsed Group Training Organisation will:

1. be registered to operate in South Australia
2. have an Australian Business Number (ABN)
3. have an established industry presence in South Australia
4. ensure they comply with the *National Standards* for Group Training Organisations and associated evidence guide
5. be financially capable of providing employment for the period of the Training Contract
4. demonstrate that no less than 90% of the funds provided by CITB for each Apprentice/Trainee employed by the organisation are passed onto the Host Employer through a reduction in the hourly charge out rate
6. return funding in the event of not meeting the clauses in Suspension or Termination of Funding Support below
7. ensure all Apprentices and Trainees undertake an induction program as outlined in the *National Standards* and associated evidence guide
8. ensure all Host Employers and/or Supervisors are provided with assistance during the apprenticeship as per the *National Standards* and associated evidence guide
9. ensure Host Employer Agreements are used as per the *National Standards* and associated evidence guide
10. ensure all Host Employers possess appropriate Licenses and/or trade qualifications, public liability insurance, and WHS policy & procedures
11. work with CITB to ensure that 10% of the organisation's apprentices are recruited from Doorways to Construction (D2C) Programs
12. ensure if an Apprentice Annual Awards event is conducted, it will promote CITB and ensure CITB presents an Award in a relevant category. The Presiding Member and CEO, along with their partners, are to receive complimentary invitations. CITB's support is to be acknowledged and CITB signage is to be displayed
13. include CITB logos/acknowledgements on invoices to Host Employers. All invoices will detail the impact of CITB funding with wording such as 'Less CITB Funding', including the dollar value
14. ensure all promotional material relating to CITB supported Apprenticeships & Traineeships includes CITB's current logo and the wording 'Receiving CITB funding assistance' or such wording
15. be entitled to an additional 9% Completions payment, paid monthly. This will be calculated on all apprentices in training for the month (less suspensions and withdrawals)
16. will receive monthly payments based on achievement of My Profiling/eProfiling entry targets of 75% and 80% respectively per Apprentice per week

CITB reserves the right to review funding support levels at any time.

Due to the nature of its operations, CITB accepts no forward liability beyond the current ATP.

SUSPENSION, TERMINATION OR CHANGE IN FUNDING SUPPORT

Continued funding support may be withheld by CITB if the GTO:

1. negligently, recklessly or wilfully fails to pass on a minimum of 90% of CITB subsidy for each Apprentice/Trainee employed by the organisation not in accordance with this Agreement

2. fails to respond to any audit requirement requested by CITB within a requested time frame
3. for any reason fails to be a GTO registered to operate in South Australia or fails to comply with the *National Standards* for Group Training Organisations and associated evidence guide
4. becomes insolvent
5. has failed to achieve its entry targets for My Profiling/eProfiling from the preceding year's audit, they will not be eligible for monthly funding support, including the 9% completion incentive. However, they may apply for Apprentice Funding Support, excluding the 9% completion incentive on the anniversary of each Apprentice's Training Contract (TC) who meet funding criteria (refer CITB website for current Terms and Conditions)

OPERATION AND PAYMENT CONDITIONS

CITB will provide 'On Job' Funding Support to GTOs for eligible construction apprentices who are undertaking qualifications listed in Schedule 1.

GTOs are required to use CITB's TALAS Operating System to submit monthly 'On Job' claims. This forms the basis of a claim for payment and verifies that on job training has occurred.

CITB will provide monthly email notification with submission deadlines (generally 15 working days) to submit claims. Failure to submit within the required time period, will delay the payment until the following month. The 9% GTO Completions payment will be calculated on the approved monthly total.

AUDIT REQUIREMENTS

Funding Support will be subject to annual audit to confirm the following:

1. An approved CITB digital 'On Job' Log Book must be:
 - used to demonstrate a range of activities consistent with the agreed Training Contract
 - maintained for the period of the Training Contract

AND

 - if using My Profiling
 - as of the audit date, a minimum of 75% of the total number of apprentices have achieved 75% completion of the digital log book entry requirements for the previous 12 months
 - if using eProfiling:
 - as of the audit date, at least 80% of the total number of apprentices have achieved 80% completion of the digital log book entry requirements for the previous 12 months
2. That ten randomly selected host employer invoices include acknowledgment of CITB funding support with wording such as 'Less CITB Funding', including the dollar value. This should reflect a minimum of 90% of 'On Job' funding support provided to the GTO.

For auditing purposes, GTOs must maintain Host Employer invoices for a minimum period of 2 years after funding support is received.

CITB reserves the right to terminate funding support based on failure to meet audit requirements.

PRIVACY

Click to access Privacy Statement.

2018-19 Funding Conditions for Group Training Organisation Training Support accepted by:

Signed:

Name in Print:

Position:

Organisation:

Dated:

2018-19 Funding Conditions for Group Training Organisation Training Support accepted by:

Signed:

Name in Print: Marie Paterson

Position: Chief Executive Officer

Organisation: Construction Industry Training Board

Dated:

