

# **CITB 2020-2021 FUNDING CONDITIONS**

## **FOR**

## **ADDITIONAL APPRENTICE INCENTIVE**

### **1 October 2020 – 30 June 2021**

<sup>1</sup> Commencements occurring between 1<sup>st</sup> April 2021 – 30<sup>th</sup> June 2021 are subject to approval of the 20/21 ATP being approved by the minister.



## GENERAL

CITB is a whole-of-industry led organisation that provides support to attract, train and retain South Australian building and construction workers by providing leadership in training and skills development.

## ORGANISATIONAL OBJECTIVES

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

1. CITB's objectives are:

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

2. To achieve these objectives in support of workers employed in the SA building and construction industry, CITB will subsidise an additional apprentice\* incentive for Eligible Employers\*\*.

\*Apprentice to also include trainees

\*\*CITB website contains definition of Eligible Employer

## ADDITIONAL APPRENTICE INCENTIVE FUNDING

### Aim and objectives

The objective of Additional Apprentice Incentive funding is to compliment the South Australian Government's 'Skilling South Australia' policy to create additional apprenticeships and to provide additional support for first year apprentice employment and on-job training.

3. The Additional Apprenticeship Incentive funding applies to both eligible Direct Indentured employers and eligible Group Training Organisations (GTO).
4. The Additional Apprenticeship Incentive has two streams:
  - a. In demand qualifications\*\*\*.
  - b. Special needs\*\*\*.
5. CITB has limited funds available, and therefore allocates set amounts to each of its programs via the Annual Training Plan (ATP). Eligible employers apply for the Additional Apprenticeship Incentive funding via the CITB website and enquiries can be made via email at [citb@citb.org.au](mailto:citb@citb.org.au) or by calling 1800 739 839.
6. CITB reviews the Apprenticeship Qualifications, deemed to meet CITB objectives and the support level for each, based on available funds. CITB reserves the right to vary the Additional Apprenticeship Incentive funding at any time with 4 weeks' notice. CITB also reserves the right for specified qualifications to be funded at a differential rate, based on work in sectors not exclusively construction related.

\*\*\*Refer to Table 1 on Schedule 1



## CITB ADDITIONAL APPRENTICE INCENTIVE ELIGIBILITY

7. The following terms and conditions will be applied and agreed to prior to the CITB committing to the extra incentive for any eligible Additional Apprentice Incentive funding:
  - 7.1. The official commencement date of the apprentice occurs after the 1<sup>st</sup> of October.
  - 7.2. The employer must apply within the first 3 months after the official commencement date of the apprentice.
  - 7.3. Ensure it lodges all funding claims in line with all CITB policies and procedures.
  - 7.4. The incentive is available to new apprentice commencements as per Table 1 on Schedule 1.
  - 7.5. The incentive is restricted to one claim per each individual first year apprentice commencement.
  - 7.6. The offer will be made available to employers/GTOs at the sole discretion of the CITB.
  - 7.7. The execution of the Incentive will be actioned by what is in effect a “special commencement” payment as part of the 2020/21 ATP.
  - 7.8. The CITB eligibility criteria for employers/GTOs and employees will apply.

## SUSPENSION OR TERMINATION OF INCENTIVE FUNDING

8. Incentive funding may be suspended or terminated by CITB if:
  - a. the apprentice is no longer employed at the time of the incentive being claimed.
  - b. an Employer/GTO of the Apprentice becomes insolvent or in liquidation at the time of the incentive being claimed.
  - c. when sourced via a GTO on behalf of their host employer:
    - i. they negligently, recklessly or wilfully fail to pass on the full 90% of this incentive to the eligible Host Employer.
    - ii. if the negotiated payment conditions are breached.
    - iii. if falsely claimed by the employer, CITB will instigate proceeding to reclaim the funding.

## OPERATION AND PAYMENT CONDITIONS

9. The Additional Apprenticeship Incentive has two streams:
  - a. In demand qualifications will be funded to a maximum of \$2,500 per eligible apprentice\*\*\*.
  - b. Equity Group (one only) will be funded to a maximum of \$2,500 per eligible apprentice\*\*\*.
10. CITB will provide the Additional Apprenticeship Incentive funding to eligible Employers/GTOs as follows;
  - a. 50% of the agreed Additional Apprenticeship Incentive on or after the 91<sup>st</sup> day after the official\*\*\*\*\* commencement of the apprenticeship (this is the official end of the Probation Period)
  - b. The remaining 50% of the agreed Additional Apprenticeship Incentive on/or after the 183<sup>rd</sup> day after the official\*\*\*\*\* commencement of the apprenticeship.
  - c. Where an Equity Group payment has been approved this will be paid at the 91<sup>st</sup> day in full.

11. Employers/GTOs have 30 days to claim the Additional Apprenticeship Incentives. The claim is automatically forfeited on the 31st day.
12. Eligible Employers/GTOs must use the CITB TALAS Operating System to lodge claims.
13. Where GTO's have been approved for either stream of funding, they must pass on at least 90% of the incentive to the Host Employer. The Payment will be in full (Not through a reduction in the hourly charge out rate) to the Host Employer and must meet audit requirements.
14. CITB reserves the right to modify support funding levels and qualification lists at any time.
15. The Apprentice must have completed the necessary probationary period.
16. Incentive payments will need to be repaid in full if the apprentice fails to complete the first 12 months, irrespective of the type of apprenticeship eg. flexible, school based, part time\*\*\*\*

\*\*\*Refer to Table 1 on Schedule 1

\*\*\*\* At the discretion of the Executive Manager Operations

\*\*\*\*\* As per Training and Apprenticeship Services (TAS) data

## AUDIT ARRANGEMENTS

17. Eligible Employers/GTOs may be required to undergo a desk-top audit.
18. GTO's will need to provide evidence that at least 90% of the incentive has been passed on to the Host Employer and has been done in a punctual manner.
19. The following may be required if an audit takes place:
  - a. Eligible Employers/GTOs must make their invoice / payslip records and on-job survey, available for review and inspection by CITB to verify an apprentice's employment.
20. Evidence that substantiates claims is to be maintained for a minimum of 2 years after funding is received.
21. CITB reserves the right to terminate support funding based on unacceptable audit outcomes.

## PRIVACY

22. CITBs Privacy Policy sets out how CITB collect, hold and disclose personal information. We take privacy seriously and are committed to complying with the Australian Privacy Principles in the Privacy Act 1988 (Cth). The CITB Privacy Policy is available on the CITB website.

**SCHEDULE 1**
**TABLE 1**

Qualifications	2020/21 Additional Apprentice Incentives				
	\$500 Equity Group Incentive (1 Only)				Additional \$2,500 Incentive for in demand qualifications
	Female	Long Term Unemployed	Regional	New Employer	
<b>Certificate II</b>					
Civil Construction	✓	✓	✓	✓	✓
Steel Frame Installer	✓	✓	✓	✓	✓
<b>Certificate III</b>					
Electrotechnology Electrician	✓	✓	✓	✓*	x
Carpentry	✓	✓	✓	✓*	x
Plumbing	✓	✓	✓	✓*	x
Air-conditioning and Refrigeration	✓	✓	✓	✓	✓
Bricklaying/Block-laying	✓	✓	✓	✓	✓
Cabinet Making (Kitchens and Bathrooms)	✓	✓	✓	✓	✓
Carpentry and Joinery	✓	✓	✓	✓*	x
Civil Construction	✓	✓	✓	✓	✓
Civil Construction (Plant Operations)	✓	✓	✓	✓	✓
Concreting	✓	✓	✓	✓	✓
Data & Voice Communications	✓	✓	✓	✓*	x
Demolition	✓	✓	✓	✓	✓
Power Systems - Distribution Overhead	✓	✓	✓	✓	x
Power Systems - Transmission Overhead	✓	✓	✓	✓	x
Fire Protection	✓	✓	✓	✓	✓
Flooring Technology	✓	✓	✓	✓	✓
Gas Fitting	✓	✓	✓	✓	✓
Glass and Glazing	✓	✓	✓	✓	✓
Joinery	✓	✓	✓	✓	✓
Landscape Construction	✓	✓	✓	✓	✓
Painting and Decorating	✓	✓	✓	✓	✓
Rigging	✓	✓	✓	✓	✓
Roof Plumbing	✓	✓	✓	✓	✓
Roof Tiling	✓	✓	✓	✓	✓
Scaffolding	✓	✓	✓	✓	✓
Shopfitting	✓	✓	✓	✓	✓
Solid Plastering	✓	✓	✓	✓	✓
Steel-fixing	✓	✓	✓	✓	✓
Stonemasonry	✓	✓	✓	✓	✓
Wall & Ceiling Lining	✓	✓	✓	✓	✓
Wall & Floor Tiling	✓	✓	✓	✓	✓
Waterproofing	✓	✓	✓	✓	✓
<b>Certificate IV</b>					
Building	✓	✓	✓	✓	✓
Site Management	✓	✓	✓	✓	✓
Contract Administration	✓	✓	✓	✓	✓
Civil Construction Operations	✓	✓	✓	✓	✓
Civil Construction Supervision	✓	✓	✓	✓	✓

**Definitions:**

**Long Term Unemployed** - Out of the workforce and has not received any income (other than government benefits) for 12 months or longer

**Regional** - 100 kms or more outside of the Adelaide GPO (List of eligible Post Codes to be supplied)

**New Employer** - Has not had an apprentice registered in the CITB TALAS data base in the last 4 years

\*Eligible for \$2,500

**Note:**

**Proportional payments only for the following:** 1. School Based Apprenticeships 2. Flexible Apprenticeships 3. Part time Apprenticeships