



doorways²
construction[®]

CITB Industry Immersion Program Guidelines

February 2022

Construction Industry Training Board

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What is the CITB Industry Immersion Program?

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.

One of the key signature programs of the CITB is Dooways2Construction (D2C), an industry supported secondary schools' program that provides career education and Flexible Industry Pathways (FIP) to attract students to a career in the building and construction industry.

CITB have supported the delivery of programs within D2C (such as Try-a-Trade Programs) for many years to provide students with exposure to various construction trades, especially those with low uptake of apprenticeships.

We are now expanding our support for programs to assist students to make informed decisions about entering a D2C FIP in Building & Construction, Electrotechnology, Plumbing, Civil Construction and any other pathways supported by CITB by introducing **CITB Industry Immersion Programs**.

CITB Industry Immersion Programs are additional to the 2021-2022 Annual Training Plan (ATP), and funding is available until 30 June 2022 therefore programs must commence before this date.

What is the purpose of the CITB Industry Immersion Program?

CITB's Industry Immersion Programs assists organisations in providing opportunities for school students (years 7-12) that exposes them to the various career pathways and engage in the world of work to better understand the construction industry and their future career options. Students from years 7-10 will also be encouraged to participate in the World of Work Challenge. The activities delivered through the CITB Industry Immersion Program will contribute to students achieving 100 hours in the world of work.

OBJECTIVES

Funding applications are now open to key industry stakeholders including RTO's, GTO's, Industry Associations and Employers to deliver non-accredited programs.

CITB Industry Immersion programs should be designed to:

- Introduce students to career pathways in the building and construction industry
- Enhance students learning and increase exposure to trade areas that students are unfamiliar with and that have a low uptake of apprentices.
- Assist students to achieve VETRO requirements
- Increase the uptake of informed and prepared students entering a D2C FIP
- Establish and encourage links between schools/students, RTOs, employers (GTO's) and industry associations
- Provide professional development for teachers delivering construction programs to build awareness and promote career pathways and opportunities in the construction industry

Funding criteria:

Funding applications will be assessed against criteria to ensure programs:

- Meet CITB objectives
- Are delivered across metropolitan and regional areas
- Provide exposure to a wide range of career pathways

While each program has its own specific criteria, all programs will be required to meet the following conditions:

- Organisations must be based in South Australia with an Australian Business Number (ABN)
- Organisations will consult with schools to determine their participation and the best time to deliver programs
- Applications will include details of how industry will be engaged
- Applications will include an overview or training plan for each proposed program. e.g. if the program is delivered over 3 days you would provide a plan for what is being delivered on each day
- Programs will include practical/interactive exposure to students
- Applications will specify possible career path/s that your program can lead too
- A breakdown of costs associated with the development, delivery, and materials/resources of the program.
- On completion of the program, funding recipients will need to conduct an evaluation and provide a report to CITB (e.g. survey)
- Students are provided with a certificate of participation that specifies the number of hours of the activity and acknowledges the support of CITB
- Any promotional or marketing material will acknowledge the support of CITB with the words “Proudly subsidised by CITB” and include the doorways2construction logo
- Program should incur minimal or no cost to the participant/school. Any cost that will be charged to the participant/school must be recorded in the application form.

CITB Industry Immersion Program Guide

Programs that will be considered under the CITB Industry Immersion Program include:

1. Construction Industry Awareness Days/VET Tasters

Participants: Year 7 to Year 10 Students

Detail: Program delivered at an RTO premises, on site, school premises or trade training facility that introduces students to construction industry pathways and support the “World of Work Challenge”. These days will be interactive and should include hands-on activities, connections with industry through guest speakers or on-site exposure.

Criteria:

- Minimum 6 hours
- Includes interactive, hands-on activities
- Includes engagement with industry
- Does not include accredited training

Subsidy Guide: \$150 per student per day

2. Introduction To Construction (Multi-Trades)

Participants: Year 10 to Year 12 Students

Detail: Non-accredited training programs designed to assist students make informed decisions about their subject selection and/or career pathways by providing exposure to multiple construction pathways. Introduction to Construction programs can be delivered during school terms or in school holidays to avoid impact on school timetables. They may also support other initiatives e.g. SAASTA ACE program, Women in Construction.

Criteria:

- 2 to 5 days duration
- Focus on hands on/practical activities
- Can support other programs and initiatives
- Can include subsidy for White card training (if built into the program)
- Includes engagement with industry
- Does not include accredited training (except whitecard)

Subsidy Guide: Up to \$10,000* per program. This is based on a 5-day program with a minimum of 10 students. Please note shorter programs will be calculated at a pro rata basis.

*This allows for development costs which will only be funded once.

3. Try a Trade

Participants: Year 11 students in a D2C FIP

Detail: Programs designed to provide students within a D2C FIP exposure and experience with skills shortage trades. Try a Trade programs should provide students with an opportunity to practice and apply the skills they have learned throughout their FIP. Ideally, these programs will enhance student interest in Advanced Skills Cluster in Year 12 or provide direct links to school based apprenticeship opportunities. Industry collaboration through site visits or guest presenters should also be included in these programs.

Criteria:

- 2 to 5 days duration
- Practical program to practice and enhance skills
- Open to students engaged within D2C FIP programs
- Include engagement with industry
- Does not include accredited training

Subsidy Guide: Up to \$10,000* per program. This is based on a 5-day program with a minimum of 10 students. Please note shorter programs will be calculated at a pro rata basis.

*This allows for development costs which will only be funded once.

4. Bespoke Industry Immersion

Participants: Year 7 to Year 12 Students

Detail: Innovative programs developed by industry stakeholders that:

- Engage students
- Meet a specific need of industry e.g. address a skills shortage requirement
- Provide exposure for Year 11 or 12 students who are not engaged in a FIP but are still keen to explore construction pathways before exiting school
- Provide exposure to para-professional construction industry pathways
- Be interactive and innovative

Criteria:

- Minimum 1 day (6 hours), maximum 5 day
- Must be interactive and practical
- Can include subsidy for White card training (if built into the program)
- Includes engagement with industry
- Does not include accredited training (except white card)

Subsidy Guide: Up to \$10,000* per program. This is based on a 5-day program with a minimum of 10 students. Please note shorter programs will be calculated at a pro rata basis.

*This allows for development costs which will only be funded once.

5. Professional Development for Teachers

Participants: Year 10 Exploring Construction Teachers / Educators that provide Career Education

Detail: Practically focussed program that support teachers delivering Year 10 (SACE or Australian Curriculum) construction programs and improve their understanding of the opportunities in the building & construction industry. Programs should be designed for Design & Technology Teachers with some existing technical ability to learn realistic skills that are used by industry on site so teachers can support and influence students in their career education.

Criteria:

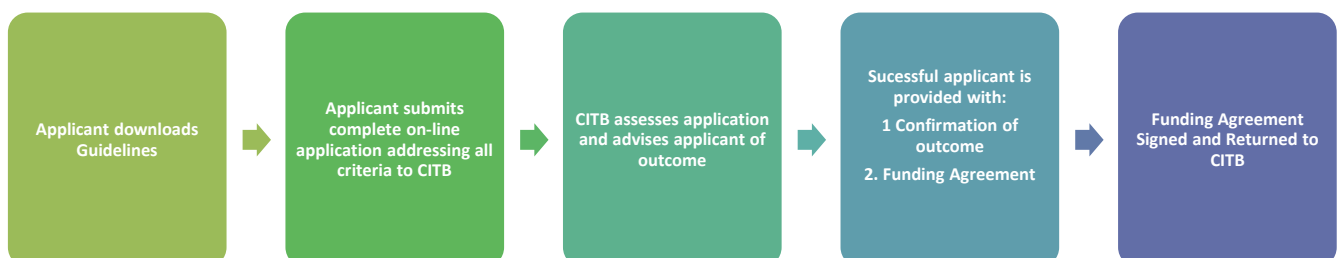
Training programs should assist teachers to learn skills that are applied in industry and to support and influence students in their career education.

Subsidy Guide: \$150 per teacher per day up to \$10,000* per program. Minimum 1 day or 6 hours. Please note shorter programs will be calculated at a pro rata basis.

*This allows for development costs which will only be funded once.

Scope exists for applicants to design other Professional Development programs for teachers that provide career education to students such as Career Counsellors, VET Coordinators etc. Contact Toni Hartley to discuss your ideas prior to submitting your application.

CITB Industry Immersion Program Funding Application Process



How do I submit my application?

Please submit your application through our online form at <https://citb.org.au/d2cimmersionprograms>

CITB assessment criteria for Industry Immersion Program applications

Criteria	Checklist criteria for assessment	✓
1. Applicant	Applicant is based in SA	<input type="checkbox"/>
	Applicant has an active ABN	<input type="checkbox"/>
2. Consultation with schools	Applicant has identified and consulted with schools	<input type="checkbox"/>
	Applicant has specified which schools	<input type="checkbox"/>
3. Industry engagement	Applicant has identified industry partners and described how they will be engaged	<input type="checkbox"/>
4. Program content	Applicant has provided a comprehensive overview of the content of the program	<input type="checkbox"/>
	Applicant has provided a copy of the program training plan	<input type="checkbox"/>
	Program includes interactive/practical exposure for students	<input type="checkbox"/>
	Program aligns with D2C Flexible Industry Pathways (or other pathways supported by CITB)	<input type="checkbox"/>
	Program provides exposure to multiple construction industry pathways	<input type="checkbox"/>
	Program will be delivered in regional locations	<input type="checkbox"/>
	Program will focus on specific diversity groups	<input type="checkbox"/>
	Program does not include accredited training other than Whitecard (if applicable)	<input type="checkbox"/>
	Applicant has identified any risks associated with the delivery of the program	<input type="checkbox"/>
5. Budget	Applicant has provided a budget for the program.	<input type="checkbox"/>
	Development - Can be included for newly developed programs, not existing program that can now be supported under this initiative	<input type="checkbox"/>
	Materials/resources – to assist with cost of material used for practical exercises	<input type="checkbox"/>
	Delivery – to support the delivery of non-accredited training	<input type="checkbox"/>
	Administration – to assist with administrative costs such as photocopying, developing certificates etc.	<input type="checkbox"/>
	Applicant has specified if there is any cost incurred to student/school	<input type="checkbox"/>
6. Evaluation	Applicant has confirmed their commitment to assist in the evaluation process for programs delivered	<input type="checkbox"/>

Payment of CITB Industry Immersion Program

Payment will be on receipt of an invoice at the beginning of the program.

Invoicing

CITB will issue the Successful Applicant with a Recipient Created Tax Invoice (RCTI) for any taxable items in relation to the Industry Immersion Program. If the Successful Applicant is not registered for GST, then it will instead invoice CITB.

CITB will ensure that the correct GST treatment is applied to the Industry Immersion Program in accordance with the A New Tax System (Goods and Services Tax (GST)) Act 1999 and public rulings issued by the Australian Taxation Office (ATO). CITB will pay GST on the Grant amount as the Successful Applicant makes a supply of an obligation per the Funding Agreement and the funding is payment for the supply. The Successful Applicant is required to pay GST on the amount of funding received to the ATO.

Program Evaluation

On completion, the Successful Applicant will be required to submit a CITB Evaluation Form that describes the outcome of the Industry Immersion Program and the overall effectiveness, addressing the Program Objectives. This may also include outcomes from participant surveys.

Definitions

Applicant means the person/entity applying to CITB for the funds.

ATP means the Annual Training Plan of CITB in any given financial year.

Funding Agreement has the same definition as outlined in the Funding Agreement.

Successful Applicant has the same definition as outlined in the Funding Agreement.

Industry Immersion Program means the program outlined by the Successful Applicant/ Applicant in the application.

Program Application has the same definition as outlined in the Funding Agreement.

Industry Immersion Program Funds means the monies that CITB approves in the Funding Schedule for receipt by the Successful Applicant.

Program Objectives means the objectives of the initiative sought by the Successful Applicant which are to reflect one or more of CITB's functions as outlined in these Guidelines.

GST has the same definition as outlined in the Funding Agreement.

Guidelines means the "CITB Industry Immersion Program – Guidelines" being this document.

Doorways2Construction is an industry supported secondary schools' program that provides career education and Flexible Industry Pathways (FIP) to attract students to a career in the building and construction industry.

World of Work Challenge is the Department for Education's 100-hour challenge to encourage students to discover different careers by participating in self-led career exploration activities posted by employers and industry.

VET Readiness Orientation (VETRO) is an upfront assessment, induction and orientation to VET carried out by an RTO.