

CITB GTO WELCOME PACK Operations Manual

Training and Levies Administration System (TALAS)

Training Administration System for Group Training Organisations



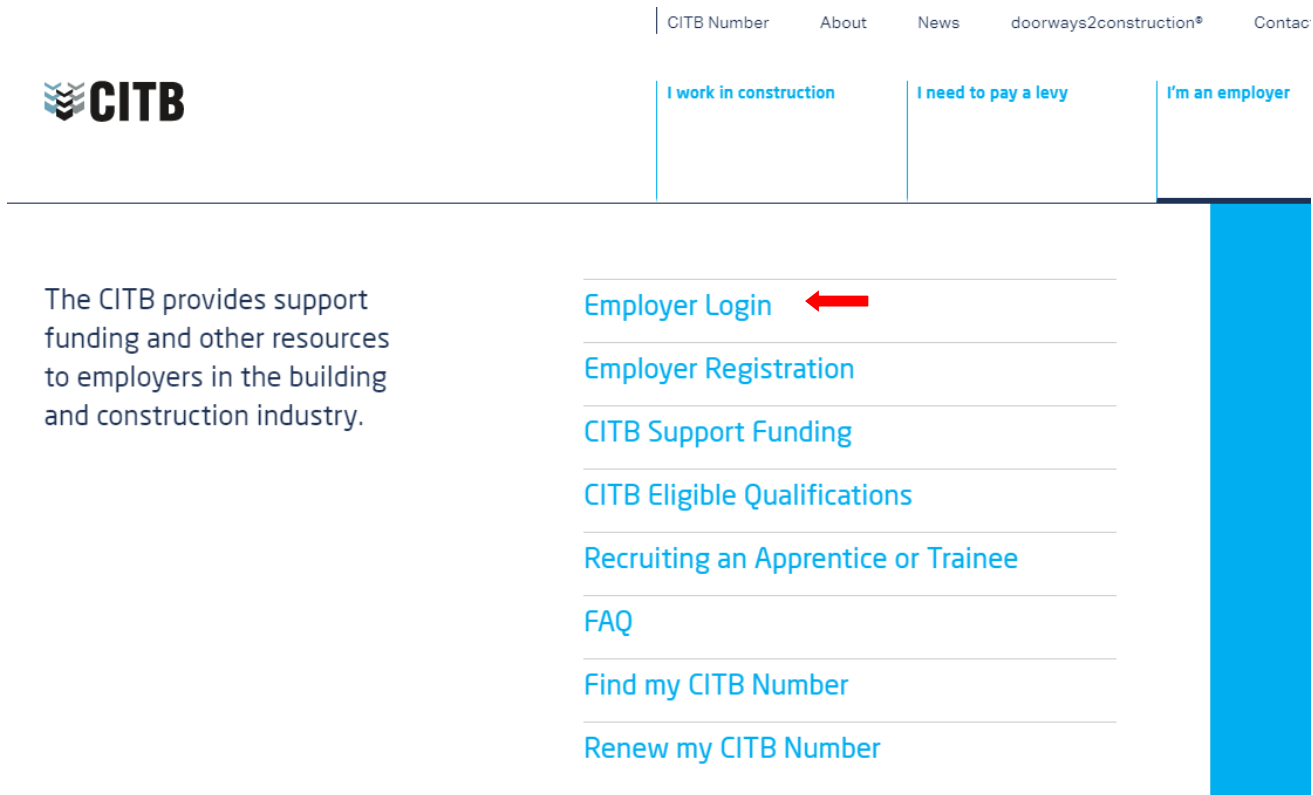
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GETTING INTO THE SYSTEM

1. How to log on

Click **Employer Login** from the CITB's website (www.citb.org.au).



The screenshot shows the CITB website homepage. At the top, there is a navigation bar with links for 'CITB Number', 'About', 'News', 'doorways2construction®', and 'Contact'. Below this is a large blue banner with the CITB logo on the left and three main navigation buttons: 'I work in construction', 'I need to pay a levy', and 'I'm an employer'. On the right side of the banner is a vertical blue bar. Below the banner, there is a list of links: 'Employer Login' (with a red arrow pointing to it), 'Employer Registration', 'CITB Support Funding', 'CITB Eligible Qualifications', 'Recruiting an Apprentice or Trainee', 'FAQ', 'Find my CITB Number', and 'Renew my CITB Number'. To the left of this list, there is a text block that reads: 'The CITB provides support funding and other resources to employers in the building and construction industry.'


This will take you to the interactive Training and Levy Administration System (TALAS). At the following screen, enter your GTO User Name and Password.

If you forget your password, either click on "forgot password" next to the password field, and enter your e-mail address to have it resent, or e-mail citb@citb.org.au where someone will be in touch to reset your details.



LOGIN

User ID

Password [Forgot password](#) 

By logging into this website you agree to the [Essential Information for Users & Recipients of CITB Services](#) and [Privacy Policy](#) of CITB.

Forgotten your password or having trouble accessing your account?

Contact the system administrator by emailing citb@citb.org.au.

This secure section is for access by users with a CITB issued login account.

If you need to make a levy payment and haven't been issued with the login account, please [click here](#).

Note: You can get your browser to remember your password

2. GTO Dashboard Widgets

Your GTO **Dashboard** and associated **widgets** will look like this:



At any time, you can change the look of your **Dashboard**, by either:

- dragging and moving individual widgets up and down the listing; or
- minimising, maximising or removing their view



minimise (leaving just the heading)



maximise (showing full view)



remove (remove, not delete - can reinstall)

From your **GTO Dashboard**, you will be able to perform the following functions:

- Update your Organisation details
- Manage Employees
- Electronically lodge Apprentice On-Job Claims

PERFORMING THE GTO FUNCTIONS

3. Forms and Documents

To access CITB information relating to Group Training Organisations click on the **Forms & Documents** on the dashboard.



Forms and Documents

[Link to documentation for Group Training Providers](#)

[Link to Unit Checklist forms](#)

The link to documentation for Group Training Providers is where you can find information such as regarding CITB funding and user manuals.



Documents available to download

[TALAS User Manual PDF \(809 KB\)](#)



[2021 2022 Schedule 1 Funded Qualifications PDF \(164 KB\)](#)



[Changes to CITB funding 2021 22 PDF \(548 KB\)](#)



The link to Unit Checklist forms is where you can find qualification and GTO on job surveys.

Unit Checklists

GTOs can download a checklist to accompany the CITB On-Job claim.

Certificate III

[Airconditioning Refrigeration PDF \(488 KB\)](#)

[Bricklaying PDF \(482 KB\)](#)

[Cabinet Making PDF \(483 KB\)](#)

[Carpentry PDF \(481 KB\)](#)

[Carpentry Joinery PDF \(486 KB\)](#)

[Civil Construction PDF \(483 KB\)](#)

[Civil Plant Operations PDF \(483 KB\)](#)


[Data & Voice PDF \(485 KB\)](#)

4. Update your Organisation's Profile

This functionality is available for any changes that may occur within your Organisation. From your Dashboard, simply click on the **Update Profile** in your **Contact Details** or **Update my profile** in the top menu.



MY PROFILE







[Update my profile](#) 

This will show all your Organisation details, including contact name, numbers, address, ABN and Bank Account details. Update and save any changes as required (except bank details, these will need to be emailed to CITB at citb@citb.org.au).



5. Manage Employees

You can check your Apprentices associated with your Organisation by either clicking **Manage Employees** to view **All Apprentices** or by **Apprentice List** on the dashboard.

Employer Dashboard

CONTACT DETAILS		APPRENTICE LIST							
Update Profile		CITB ID	Name	TC No	School Based	Part time	Anniversary Date	Status	Actions
MY PROFILE		29625045745	Zergio Leatomu	637645/1	No	No	11/05/2015	ACTIVE	 
First Name	Elly	30505626967	Zak Brown	652465/1	No	No	07/07/2016	ACTIVE	 
Surname	Hay	30831774203	William Crowson	679967/1	No	No	01/05/2016	ACTIVE	 
Phone	08 8433 1200								

If selecting **Manage Employees** a list with all Apprentices will be shown. You can edit or remove these at any time, by clicking on the **Edit Employee** or **Remove** wording, in the **Actions** column.

From the **Apprentice List**, clicking on the  will allow you to edit the apprentice details, and clicking on the  will remove them from your Organisation's listing.

Apprentices are classed as workers under their Training Contract (TC or COT) and Construction Workers are qualified construction workers. You can perform the searches, by ticking either **Apprentices Only**, **Construction Workers Only** or **All Employees**.

You may wish to tidy up employees under your ABN by searching under **All Current Workers** which will provide a list of your employees who are not Apprentices. These may be Apprentices that have finished their Apprenticeship but still have your ABN as their employer. Some Group Schemes also have a training provider or labour hire division, in which case the employee may have picked the incorrect trading name under the ABN drop down list when applying. If this is the case, email citb@citb.org.au with a list of employees you wish to have their trading name swapped and the CITB will administer the changes.

Please note that you can only edit an Apprentice TC or COT suspension periods, not personal details, these changes need to be updated by the individual themselves through the **Renew my CITB number** webpage on the CITB website.

Please ensure you enter/update/remove any apprentice suspensions **prior** to the monthly on job claims being opened to ensure the correct generation of monthly claims.

An individual will also be added to the Organisation's dashboard when they apply for or renew their CITB number and specify that they work under the specific ABN.

Note: If you **Remove** an Apprentice from your listing, you will not be deleting them from the system, just removing them from the association with your Organisation.

Edit Apprentice

CITB ID
First Name
Last Name
Training Contract Number
Qualification
Anniversary Date
Year
Estimated Completion Date
TA Commencement Date

Suspension Periods

From: Format DD/MM/YYYY To: Format DD/MM/YYYY

From Date	To Date	Number of Days	Actions
No Suspensions			

Host Employer

ABN *

Organisation Name

Trading Name *

6. Lodge a monthly On Job Claim

Ensure any suspensions are entered prior to the monthly on job claims being opened

A monthly email from CITB will notify you when you are able to create your Organisation's next monthly **On Job Claim**. From your **Dashboard**, click on the top-level tab **Claims** which provides the **monthly On Job Claiming** screen.

Note: This function is only available for use once you have received notification from the CITB that the next month is open. Monthly On-Job claims must be submitted by the 2nd Wednesday of the month.



If unable to be submitted within timeframe please contact CITB to prevent missing out on funding for that month.

Pick the appropriate month and year that you are claiming.

All Apprentices will pre-populate onto the Claims screen. This screen will also detail the Apprenticeship year and the applicable month of that Apprenticeship being claimed.

If you wish to enter any Suspension periods click **edit**. If an apprentice is suspended for 5 or more days that month, they will not be eligible to receive a claim.

If you cannot locate your Apprentice from your listing, or they are a new Apprentice, their CITB number will need to be created or renewed to add them to your Organisation's **Apprentice listing**. You will only be able to claim for a new apprentice once they have completed their probation period, as the monthly claims are a month in arrears this means the first claim will be in the 4th month of their apprenticeship (out of probation + 1 month)

The Apprentices with no flags will be shown with the green Eligibility tick  and any annual claims, or flagged claims requiring action will be shown via the  yellow triangle icon.

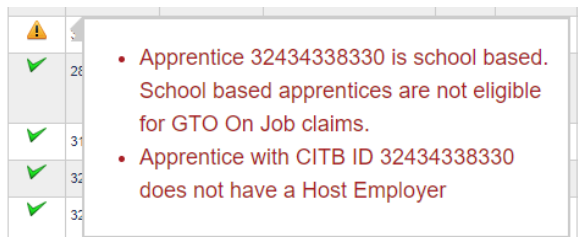
GTO Monthly On Job Claim

Month/Year

View by: [All claim apprentices](#) | [Ineligible apprentices](#) | [Annual claims](#)

Eligible	CITB ID	Name	Qualification	Year	Months Claimed	Completion Date	Host ABN	Host Employer	Claim Amount	Paid Amount	Status	Message	Actions
✓	32809649560			1	6	20/01/2023			208.33		Pending		Remove Edit
✓	32617286023			1	6	06/01/2023			208.33		Pending		Remove Edit
✓	32754653802			1	6	28/01/2023			208.33		Pending		Remove Edit

To find the reason of the flag, hover your mouse over the yellow icon and the reason will be listed in full in **RED**. You **MUST** action these flagged claims in full by updating or removing them before you can submit the claim.



You can sort by **Ineligible Apprentices** to see just those Apprentices with flags to update them before submitting.

You can also sort by **Annual Claims** to see only those Apprentices that have an annual claim survey outstanding to complete and submit with your monthly claim.

View by: [All claim apprentices](#) | [Ineligible apprentices](#) | [Annual claims](#)

Eligible	CITB ID	Name	Qualification	Year	Months Claimed	Completion Date
⚠	32333237612					7/2022
⚠	32333237612					7/2022

If you need to print the list, you can do so at the bottom of the page.

I declare that:

- the above information is true and correct;
- none of the claimed amounts are for apprentices on suspension period of 5 or more days.

I agree

I have read and understood the [CITB Essential Information for Users & Recipients of CITB Services](#)

Submit

Print

or [Cancel](#)

Tick all boxes prior to submitting your claim.

If the Apprentice claim is ready to submit, tick the box in the left-hand column, and tick the CITB Essential Information for Users and Recipients of CITB services (once read) and submit. You can also print and save your claim at this screen.

Print

or [Cancel](#)

GTO Monthly On Job Claims submitted successfully!

7. Review Claims

At any time, you can view the status of any of your Organisation's claims. From your **GTO Dashboard**, click on the widget for the claim search that you require, ie **Submitted, On Hold, Approved** and **Pending** claims

ON HOLD CLAIMS	▶	✕
SUBMITTED CLAIMS	▶	✕
APPROVED CLAIMS	▶	✕
PENDING CLAIMS	▶	✕

Open out the widgets by clicking on the white arrowhead to maximise the view, and a list of all associated claims will be shown, as categorised below:

SUBMITTED CLAIMS						▼	✕
Claim Date ▼	Claim Type	CITB ID	Name	Claimant	Amount		
23/01/2019	GTOONJOB				\$208.33		
23/01/2019	GTOONJOB				\$104.16		
23/01/2019	GTOONJOB				\$208.33		
23/01/2019	GTOONJOB				\$208.33		
23/01/2019	GTOONJOB				\$208.33		

Note: These two widgets show **VIEW** screens only.

<< < PREV 1 2 3 4 5 6 7 8 9 10 11 NEXT > >>