

CITB 2020/2021 FUNDING CONDITIONS

FOR

CONSTRUCTION SKILLS TRAINING SUPPORT

Training Period 1 July 2020 – 30 June 2021



1 GENERAL

- 1.1 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

2 ORGANISATIONAL OBJECTIVE

- 2.1 CITB provides funding to support the training of the construction industry workforce
- 2.2 CITB's objectives are:
- 2.2.1 the promotion of increased productivity, career opportunities, personal satisfaction and occupational health and safety within the building and construction industry through training
 - 2.2.2 ensuring a more equitable distribution of effort amongst employers in relation to employment related training in the building and construction industry
 - 2.2.3 to generally coordinate training and personal development within the building and construction industry
- 2.3 CITB provides funding to support Eligible Persons¹ employed in the SA building and construction industry. CITB will use the funds from the levy collected to subsidise the delivery costs for training or associated activities that are approved in the Annual Training Plan (ATP)
- 2.4 This will be carried out by appointing CITB Endorsed Training Providers (ETP)² that meet CITB eligibility criteria to deliver approved training activities to Eligible Persons in the SA building and construction industry

3 CONSTRUCTION SKILLS TRAINING PROGRAM

Aim and objectives

- 3.1 The objective of the Construction Skills Training Program is to raise the level of skills and knowledge 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
- 3.2 CITB provides funding support by way of subsidies paid to ETPs for training of the construction industry workforce. 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
- 3.3 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 these submissions, CITB allocates a designated number of places for each course to existing ETPs based on average claims made by the ETP during previous ATP Years. New ETPs allocations will be determined on application and available funding
- 3.4 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

¹ CITB website contains definition of Eligible Person

² CITB may endorse accredited and non-accredited Training Providers at their discretion

3.5 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 instead be paid up to a pre-determined maximum number of hours. Subsidies are contingent on the Eligible Person successfully completing the learning outcomes and being declared competent by the trainer or assessor

3.6 Each ETP will be notified in writing of their allocation of training places and funding

4 CITB ENDORSED TRAINING PROVIDER ELIGIBILITY

4.1 A CITB Endorsed Training Provider will:

- 4.1.1 have an Australian Business Number (ABN)
- 4.1.2 have an established training presence in South Australia
- 4.1.3 be able to deliver all courses applied for
- 4.1.4 be a Registered Training Organisation (RTO) for delivery of courses within the scope of a National Training Package³ throughout the ATP Year
- 4.1.5 maintain their Training Provider status throughout the ATP Year
- 4.1.6 pass on a minimum of 90% of the total subsidy to the Eligible Person
- 4.1.7 deliver training attracting CITB subsidies of greater than \$10,000⁴ per Annual Training Plan Year
- 4.1.8 not claim the subsidy for Eligible Persons who have been granted Credit Transfer for a unit of competency
- 4.1.9 ensure it submits all funding claims in line with all CITB policies and procedures accessible via the CITB website
- 4.1.10 if offering courses via a Third Party Arrangement, ensure the third party is an approved RTO that is accredited to deliver those courses within the scope of a National Training Package. **The CITB Endorsed Training Provider must accept responsibility for all quality assurance and ASQA requirements outlined in the Standards for RTOs 2015**
- 4.1.11 ensure courses fulfil requirements of all appropriate legislation including but not limited to Workplace Health and Safety
- 4.1.12 ensure accredited courses fulfil the requirements of the National Training Packages as applicable
- 4.1.13 ensure criteria set by CITB Quality Assurance Framework are applied when a course is non-accredited
- 4.1.14 meet the minimum funded hours as listed in CITB Training 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
- 4.1.15 ensure all courses are delivered according to the minimum Funded Hours displayed on the CITB website. Upon acceptance of new ATP Year allocations, ETPs may apply in writing for an exemption or pro-rata course hours by submitting a Form D Variation. Written applications must outline the reasons why exemption or pro-rata of course hours is being sought

³ CITB may endorse accredited and non-accredited Training Providers at their discretion
⁴ At CITB's discretion

- 4.1.16 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
 - 4.1.17 after delivering non-accredited courses, request all Eligible Persons to complete the CITB Participant Evaluation Form. Each ATP Year, ETPs are required to collect evaluations from at least 3 separate course events per non-accredited course. Course ID 1041 Technical seminars – legislation & codes updates, is exempt
 - 4.1.18 for all non-accredited courses, use CITB's template certificate of participation which specifies the minimum requirements of ETP logo; date of successful completion; signature of authorised person; and summary of learning outcomes, together with the use of CITB's Service ID and Course Name
 - 4.1.19 ensure Eligible Persons receiving subsidies for training have an approved CITB number prior to enrolment
 - 4.1.20 retain evidence of claims for a minimum of 2 years after funding is received
 - 4.1.21 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)
 - 4.1.22 ensure all CITB Eligible Persons enrolling in haul truck, tip truck, dump truck and truck licence courses are directed to the CITB website to confirm eligibility for truck licences. ETPs are to maintain CITB notice of eligibility on record for a period of 2 years after the funding is received
 - 4.1.23 once ETPs are CITB endorsed, display authorised CITB funding wording, which should be included on all marketing materials, ETP website and emails
 - 4.1.24 ensure all marketing and advertising of relevant courses acknowledges the support of CITB and promote the activities of CITB by displaying the CITB logo and support funding acknowledgment in the training premises, together with website
 - 4.1.25 disclose full course fees and CITB subsidies for each course on the ETP website and associated marketing materials including social media
 - 4.1.26 ensure all marketing and advertising of funded courses, reflects the course name as displayed on the CITB ETP TALAS Dashboard
 - 4.1.27 provide trainers and assessors with professional development specific to the purpose, aims and objectives of CITB short course funding
- 4.2 CITB will not provide funding support when:
- 4.2.1 a course attracts HECS-HELP
 - 4.2.2 a course attracts other public funding (eg WorkReady)
 - 4.2.3 a course is delivered exclusively for an enterprise and the training is not generally available to the industry as a whole

- 4.2.4 a course is delivered by an ETP to its own employees
- 4.2.5 a course is less than two hours' duration
- 4.2.6 a course is not approved by CITB
- 4.3 CITB reserves the right to review support funding levels at any time and reallocate unused training places and funding to other courses or other ETPs. This occurs when a review of an ETP's funding indicates that the Provider is unlikely to deliver training to the level that will fully utilise the support funding allocated to them
- 4.4 ETPs may request additional courses at any time during the ATP Year. Approval is at the sole discretion of CITB.
Note: new courses not currently endorsed by CITB MUST be accompanied by industry support
- 4.5 New ETPs may request training places be transferred between courses for which they have a pre-allocation. Re-allocation is at the discretion of CITB
- 4.6 Additional support funding is available for a program or course delivered in regional areas (see Regional Training Support 8 below)

5 SUSPENSION OR TERMINATION OF SUPPORT FUNDING

- 5.1 Continued support funding may be withheld by CITB if:
 - 5.1.1 the ETP negligently, recklessly or wilfully fails to pass on a minimum of the 90% of the CITB subsidy to an Eligible Person
 - 5.1.2 the ETP fails to respond to any CITB audit requirement within a specified time frame
 - 5.1.3 the ETP fails to deliver the course in the Annual Training Plan Year
 - 5.1.4 CITB becomes aware of issues with quality delivery of training, such as:
 - 5.1.4.1 where the ETP is registered with ASQA, and there is a breach of ASQA standards, resulting in failure to remedy the breach within 30 days
 - 5.1.4.2 where non-accredited training fails to meet quality outcomes for the building and construction industry
 - 5.1.5 the ETP for any reason fails to maintain ASQA registration or relinquishes its registration
 - 5.1.6 the ETP has a Third Party Arrangement for part or the whole of its courses without the prior written consent of CITB
- 5.5 the ETP becomes insolvent
- 5.6 the ETP has removed a course(s) from its scope

6 OPERATION AND PAYMENT CONDITIONS

- 6.1 CITB funding is neither automatic nor an entitlement. It is made available as a grant on application against prescribed criteria and conditions
- 6.2 Due to the nature of its operations and requirements set out in the CITB Act 1993, as amended. CITB accepts no forward liability beyond the current ATP Year
- 6.3 Rates may be changed at any time at the sole and absolute discretion of CITB with 4 weeks' notice

- 6.4 CITB provides Construction Skills Training Support 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 Skills Training Program is a contributory fund, requiring Eligible Persons to contribute to the cost of the training they receive
- 6.5 ETPs are to use the CITB TALAS Operating System to create a Course Event and PCRN claims. This forms the basis of a claim for payment when training has been successfully completed. See 3.5 for definition of successful completion
- 6.6 Funded course lists and rates are revised annually and published through the CITB website and TALAS
- 6.7 Funding is paid to CITB ETPs on submission and approval of an electronically submitted PCRN claim, following successful completion of the course by the Eligible Person. Subsidies are contingent on the Eligible Person successfully completing the learning outcomes and being declared competent by the trainer or assessor
- 6.8 For a claim to be valid it must be submitted to CITB within 60 days following the Course Event end date and on successful completion of the course
- 6.9 End of Financial Year processing requires all training claims to be submitted to CITB by close of business on 31 July 2020, 31 days following completion of the Course Event end date and 31 days after the end of the previous ATP Year
- 6.10 CITB reserves the right to administer a \$25 administration fee for each incorrectly submitted training claim requiring CITB's action

7 AUDIT ARRANGEMENTS

- 7.1 Funding Support will be subject to a minimum of two annual audits to confirm that Eligible Persons have successfully completed and achieved all outcomes of the course:
 - 7.1.1 CITB's Quality Assurance Framework reflects a student-centred audit approach which provides greater focus on the student experience and practices of the ETP. Under this approach, CITB conducts annual audits with ETPs focusing on marketing and recruitment, enrolment, support and progression, training and assessment, industry relevance as well as completions
 - 7.1.2 CITB audits 20 randomly selected Course Events where ETPs are required to provide evidence of successful completion for the training claimed. Dates of the TALAS Course Event are to correspond with the training delivered
- 7.2 ETPs must make their records, premises and training activities available inspection by CITB. (Notice will be given by CITB in writing one week prior to a review taking place)
- 7.3 ETPs delivering Cert IV cluster units, will be required to prove competency of the individual unit claimed, not competency of the complete Certificate.
- 7.4 To ensure that CITB only funds appropriate courses, ETPs must make available for inspection the resources that support the delivery of the training
- 7.5 CITB reserves the right to terminate support funding as per its Quality Assurance Framework
- 7.6 Evidence of claims should be maintained for a minimum of 2 years after funding is received

8 REGIONAL TRAINING SUPPORT

- 8.1 CITB will provide additional funds for travel and accommodation to ETPs for training delivered in designated regional areas where a minimum of eight Eligible Persons attend the regional training location
- 8.2 For regional training where fewer 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 only. Please note support relating to Group A⁵

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

Accommodation is calculated at \$150 per night per trainer where required

Group	Location	Pro rata per Eligible Person	Max Travel allowance
Group A⁵	Includes training locations that are 50 – 100 km from Adelaide CBD (or ETP registered address if regional location)	\$9.37	\$75.00
Group B	Includes training locations that are 101 – 300 km from Adelaide CBD (or ETP registered address if regional location)	\$26.25	\$210.00
Group C	Includes training locations that are 301 – 400 km from Adelaide CBD (or ETP registered address if regional location)	\$38.12	\$305.00
Group D	Includes training locations that are more than 401 km from Adelaide CBD (or ETP registered address if regional location)	\$55.00	\$440.00

9 PRIVACY

- 9.1 CITBs Privacy Policy sets out how CITB collects, holds and discloses personal information. We take privacy seriously and are committed to complying with the Australian Privacy Principles in the Privacy Act 1988. The CITB Privacy Policy is available on the CITB website
- 9.2 ETPs must ensure that the Eligible Person consents to providing information on the training claim to CITB⁶
- 9.3 The information will only be used by CITB or by research organisations engaged by CITB that have the appropriate security arrangements

⁵ Group A : It should be noted that accommodation is **NOT** available for **Group A** unless classes are over two consecutive days
⁶ CITB may withhold payment for courses if such consent is not provided

10 CITB ETP 2020/2021 Approved Places and Funding**2020/2021 Funding Conditions for Construction Skills Training Support accepted by:**

Signed:

Name in Print:

Position:

Organisation:

Dated:

2020/2021 Funding Conditions for Construction Skills Training Support confirmed by:

Signed:

Name in Print: Derek Clark

Position: Interim Chief Executive Officer

Organisation: Construction Industry Training Board

Dated: