

CITB SHORT COURSE FUNDING CONDITIONS FOR ENDORSED TRAINING PROVIDERS (ETP)

{SAMPLE DATE OF TRAINING PLAN}

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.

The CITB:

- provides access to subsidised training for apprentices, their employers and workers in the industry;
- promotes and supports careers in construction;
- advises the SA Government on industry training;
- supports training, innovation, research and planning;
- attracts our future workforce through vocational training in schools by supporting the doorways2construction™ program.

- 1.2 The CITB Quality Assurance Framework (QAF) guides the compliance and quality assurance of the Short Course Training program. In addition to these funding conditions, the program is delivered in accordance with the following CITB policies and supporting document:

- Short Course Training Support Policy
- CITB Eligibility Policy
- CITB Privacy Policy.
- CITB Training and Levy Administration System (TALAS) ETP User Manual

2 CITB SHORT COURSE SUBSIDIES

- 2.1 The CITB provides a short course subsidy to Eligible Individuals as defined in the CITB Eligibility Policy to complete training that promotes increased productivity, career opportunities, personal satisfaction and a healthy and safe environment within the building and construction industry. The CITB subsidised training is delivered by CITB Endorsed Training Providers (ETPs).
- 2.2 The Short Course Training Program improves the skills and knowledge of the building and construction industry workforce by ensuring that ETPs facilitate training that meets CITB Quality Assurance Framework and industry requirements.
- 2.3 The CITB short course subsidy is not intended to cover the full price of the training. It is paid directly to the ETP and at least 90% of the subsidy is required to be passed on as a benefit to the Eligible Individual.
- 2.4 Funding is determined by the Training Plan and allocated to the ETP based on annual average short course claims and new requests for short course delivery. **The CITB reserves the right to vary that funding allocation at any time with 2 weeks' notice.**
- 2.5 The CITB **will not** provide funding for training courses if:
- 2.5.1 the course attracts HECS-HELP, State Government Funding including Fee Free TAFE or vocational education places, eg training funded under a Training Contract or any other funding sources unless prior disclosure has been made to CITB;
- 2.5.2 the course is online only, or is Recognition of Prior Learning (RPL), Verification of Competency (VOC) or assessment only training;
- 2.5.3 a participant does not have an approved CITB number at the time of undertaking a short course;
- 2.5.4 is delivered exclusively for an enterprise and is not generally available to industry Eligible Individuals.

3 CITB ETP REQUIREMENTS

3.1 A CITB ETP is required to:

- 3.1.1 have an Australian Business Number (ABN);
- 3.1.2 have an established training presence in South Australia;
- 3.1.3 be a Registered Training Organisation (RTO) for delivery of courses within the scope of a National Training Package throughout the relevant TP year of funding;
- 3.1.4 maintain their ETP status throughout the relevant TP year of funding;
- 3.1.5 ensure courses fulfil the requirements of any relevant legislation including but not limited to Workplace Health and Safety;
- 3.1.6 ensure accredited courses meet the requirements of applicable National Training Packages and the Statement of Attainment matches the training records against the student's Unique Student Identifier (USI) number;
- 3.1.7 ensure criteria under the CITB policies, procedures and supporting documents (as listed in Clause 1.2) are met;
- 3.1.8 ensure all Assessors conducting assessments for 'High Risk Work' are registered with SafeWork SA;
- 3.1.9 provide a Statement of Attainment for accredited training or Statement of Completion or Statement of Attendance for non-accredited training. In the event your ETP does not have a template for these, a CITB approved Certificate of Participation template is available on your ETP Dashboard. The issued statement is to include the CITB Service ID and course name, a summary of the learning outcomes, together with the date of successful completion and an ETP authorised signature;
- 3.1.10 ensure that all participants are Eligible Individuals with an approved CITB number prior to enrolment and creating a Participant Course Registration Number (PCRN) training claim;
- 3.1.11 submit a PCRN training claim to CITB for payment once the Eligible Individual has successfully completed and the relevant statement issued (as per 3.1.9). For short courses that have been approved for accredited training where a Statement of Attainment cannot yet be issued due to outstanding workplace-based requirements, a Statement of Attendance must be issued to support the CITB short course claim;
- 3.1.12 notify CITB in writing if delivery of any approved course is discontinued or no longer being delivered during the TP period;
- 3.1.13 display the authorised CITB funding description and logo on all related marketing or advertising materials, web content or emails, including social media;
- 3.1.14 disclose on the ETP website, social media platforms and associated marketing materials, the full course fees and either the CITB subsidised fee payable by the Eligible Individual; or the value of the CITB subsidy for each CITB subsidised short course;
- 3.1.15 have a Head Agreement with the Department for Education (DfE) if delivering accredited training to secondary schools' students through CITB's doorways2construction (D2C) program; and the Unit(s) or Competency intended for delivery must feature on the RTO Preferred Provider Register within the DfE Head Agreement.

4 SUSPENSION OR TERMINATION OF SHORT COURSE FUNDING

- 4.1 Continued short course funding may be withheld by the CITB if the ETP:
- 4.1.1 is found to have negligently or wilfully failed to pass on a minimum of 90% of the CITB short course subsidy to the Eligible Individual as a benefit; or
 - 4.1.2 is found to deliver a short course in a manner other than as approved by CITB, and continues to claim funding against the approved course without obtaining prior approval through the course variation process; or
 - 4.1.3 is found to have submitted false or misleading claims for funding; or
 - 4.1.4 fails to respond to a CITB audit requirement within a specified time frame; or
 - 4.1.5 is found to have breached ASQA standards and failed to remedy the breach within 30 days, or is found to have breached the DfE Head Agreement or Skills SA Funded Activities Agreement; or
 - 4.1.6 fails to maintain ASQA registration or relinquishes its registration; or
 - 4.1.7 establishes a Third-Party Arrangement to deliver part or all of a course without the prior written consent of the CITB; or
 - 4.1.8 becomes insolvent.

5 OPERATION AND PAYMENT CONDITIONS

- 5.1 Due to the nature of its operations and requirements set out in the CITF Act 1993 (as amended), the CITB accepts no forward liability beyond the current TP year.
- 5.2 Payments made to ETPs are exempt from GST and should be included in the Non-Reportable section for Business Activity statement purposes, if applicable.
- 5.3 ETPs are to use the CITB TALAS Operating System to create Course Events and PCRN training claims. This forms the basis of a claim for payment when training has been successfully completed.
- 5.4 CITB endorsed short courses and rates are revised every three years and published on the CITB website and within TALAS.
- 5.5 A PCRN training can only be created and submitted to CITB for payment, if the Eligible Individual's CITB status is approved at the time of training.
- 5.6 Funding is paid to ETPs on submission and approval of a PCRN training claim. Payments are contingent on the Eligible Individual successfully completing the learning outcomes and being declared competent by the trainer or assessor.
- 5.7 For each incorrectly submitted and paid PCRN training claim, CITB reserves the right to charge a \$25 administrative fee to administer the claim and student training history reversal.
- 5.8 For a claim to be paid, it must be created within TALAS within 14 days of the training end date and must be submitted to CITB within 60 days of the training end date or successful completion of the short course.
- 5.9 End of TP Year processing requires all PCRN claims to be submitted to the CITB by the close of business on 31 January 2026.

AUDIT ARRANGEMENTS

- 6.1 Funding is subject to audit to confirm that Eligible Individuals have successfully completed and achieved the outcomes of the CITB endorsed short course:
- 6.1.1 the CITB Quality Assurance Framework reflects a student-centred audit approach which focusses on the student experience and practices of the ETP. The CITB conducts regular audits with ETPs to understand their approach to marketing and recruitment, enrolment, support and progression, training and assessment and industry relevance as well as completions;
 - 6.1.2 the CITB audits randomly selected Course Events each year where ETPs are required to provide evidence of successful completion for the training claimed. Dates of the TALAS Course Events are to correspond with the training delivered;
 - 6.1.3 the CITB may conduct trainer evaluations as part of its audit process to assess the quality and effectiveness of training delivery and outcomes.
- 6.2 The CITB will audit upon receipt of Form A, Training Plan Re-registration:
- 6.2.1 that the sample of short course brochures/webpages provided:
 - includes a minimum of 10 different course brochures/webpages if the ETP offers more than 10 CITB endorsed short courses;
 - includes brochures/webpages for all endorsed short courses if the ETP offers 10 or fewer CITB endorsed short courses.
 - includes the CITB authorised funding description and CITB logo;
 - outlines the full course fees and either the CITB subsidised fee payable by the Eligible Individual or the value of the CITB subsidy for each CITB subsidised short course; and
 - provides evidence that at least 90% of the CITB subsidy is being passed on as a benefit to the Eligible Individual, by way of a reduction in the price for them to successfully complete the training.
- 6.3 ETPs must make their records, premises and training activities available for inspection by the CITB, with one weeks' notice in writing provided by the CITB.
- 6.4 The CITB reserves the right to terminate support funding as per its Quality Assurance Framework.
- 6.5 Evidence of claims should be maintained for a minimum of 1 year after funding is received.

6 REGIONAL TRAINING SUPPORT

- 7.1 The CITB will provide additional funds for travel and accommodation expenses where ETPs deliver training in designated regional areas for a minimum of eight Eligible Individuals;
- 7.2 For regional training where fewer than eight Eligible Individuals attend the training, the payment amount for the travel component will be calculated and paid on a pro rata basis;
- 7.3 Accommodation support is calculated at \$150 per night per trainer, where required, and is paid at the full rate for Groups B, C and D and is only payable for classes over two consecutive days for Group A.

Table 1 Short course regional funding

Group	Location includes training locations:	Pro rata per Eligible Individual	Max Travel allowance
A	50 – 100 km from Adelaide CBD (or ETP registered address if regional location)	\$14.06	\$112.50
B	101 – 300 km from Adelaide CBD (or ETP registered address if regional location)	\$39.38	\$315.00
C	301 – 400 km from Adelaide CBD (or ETP registered address if regional location)	\$57.18	\$457.50
D	more than 401 km from Adelaide CBD (or ETP registered address if regional location)	\$82.50	\$660.00

7 PRIVACY

- 8.1 The CITB Privacy Policy sets out how CITB collects, holds and discloses personal information. Privacy is taken seriously, and the CITB are committed to complying with the Australian Privacy Principles in the Privacy Act 1988. The CITB Privacy Policy is available on the CITB website.
- 8.2 ETPs must ensure that the Eligible Individual consents to providing information on the training claim to CITB. The information will only be used by the CITB or by research organisations engaged by the CITB that have the security arrangements in place and the information is required for legitimate purposes.

8 CITB SHORT COURSE FUNDING ALLOCATIONS

- 9.1 Your CITB ETP allocation of funding for the 1 July to 31 December 2025 Training Plan is \$
- 9.2 The extent of short funding provided is based upon historical data, future projections and CITB's capacity to provide a level of funding as approved by the Minister for Education, Training and Skills.
- 9.3 Requests for additional CITB training places and funding throughout the Training Plan Year will be considered and allocated as the short course budget permits and prioritised based on industry relevance and needs.

1 July to 31 December 2025 ETP Funding Conditions for Short Course Funding approved by:

Signed:

Full Name:

Position:

Organisation:

Effective:

1 July to 31 December 2025 ETP Funding Conditions for Short Course Funding accepted by:

Signed:

Full Name

Position:

Organisation:

Dated: