

Please use this checklist to ensure all required documentation is provided to support your application
PLEASE NOTE INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

	For CITB administration only	
	Complete	Incomplete
<u>RTO registration validation to include:</u>		
<input type="checkbox"/> RTO registration details: (printout from training.gov)	<input type="checkbox"/>	<input type="checkbox"/>
• Registration number and re-registration date	<input type="checkbox"/>	<input type="checkbox"/>
• List of qualifications on scope	<input type="checkbox"/>	<input type="checkbox"/>
• Confirmation of scope to deliver in South Australia	<input type="checkbox"/>	<input type="checkbox"/>
• Any other relevant registrations (eg Work Ready)	<input type="checkbox"/>	<input type="checkbox"/>
OR		
<input type="checkbox"/> Non-accredited training organistaion	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Complete a Form B and attach third party agreement for accredited short course training	<input type="checkbox"/>	<input type="checkbox"/>
<u>Training Provider Capability Assessment to include:</u>		
<input type="checkbox"/> Website address outlining training programs	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Capability statement to:	<input type="checkbox"/>	<input type="checkbox"/>
• demonstrate a profile that is specific to the SA construction industry	<input type="checkbox"/>	<input type="checkbox"/>
• demonstrate an established training presence in South Australia	<input type="checkbox"/>	<input type="checkbox"/>
• list all relevant professional memberships	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Outline industry experience of the organisation	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Outline industry experience of key personnel	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Trainer details (resume reflecting qualifications and industry experience)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Learning and Assessment Strategy for each course	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Trainer/Assessor matrix	<input type="checkbox"/>	<input type="checkbox"/>
<u>Demonstrate training relevance to CITB eligible construction workers:</u>		
<input type="checkbox"/> Provide construction industry support for training delivery, by either:	<input type="checkbox"/>	<input type="checkbox"/>
• a construction employer or a constructon trainee	<input type="checkbox"/>	<input type="checkbox"/>
• an organisation and/or individual registered with CITB	<input type="checkbox"/>	<input type="checkbox"/>
<u>Course delivery</u>		
Complete a Form C for each short course, to include:		
<input type="checkbox"/> Course delivery method	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Course objective and learning outcomes	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Third Party Arrangements - Form B to be attached with third party agreement (if required)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Unit of Competency for accredited training	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Course fee and delivery hours	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Course outline or marketing flyer	<input type="checkbox"/>	<input type="checkbox"/>

