



THE FUTURE IS
YOURS TO BUILD

GUIDELINES FOR NEW TRAINING PROVIDERS

SHORT COURSE TRAINING

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ABOUT CITB

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.
- Training, innovation, research and planning.
- attracts our future workforce through vocational training in schools by supporting the doorways2construction™ program.

SHORT COURSE TRAINING

The objective of CITB's Short Course Training program is to raise the level of skill 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.

NEW TRAINING PROVIDERS SEEKING CITB ENDORSEMENT

Each year CITB seek applications from South Australian Training Providers to become a CITB Endorsed Training Provider (ETP) to offer short course subsidies for South Australia's building and construction workforce.

Prior to applying for CITB endorsement, Training Providers must read and understand the following:

- [Construction Industry Training Fund Act 1993](#)
- [Construction Industry Training Fund Regulations 2021](#)
- [CITB Subsidised Short Courses List](#)
- [CITB Funding Conditions for Short Courses](#)
- [CITB Website Terms and Conditions](#)
- [CITB Privacy Policy](#)
- [CITB Eligibility Policy](#)

EXISTING ETP SEEKING CITB ENDORSEMENT OF ADDITIONAL COURSES

Existing ETPs seeking CITB endorsement for a new course or adding an existing CITB course must follow the relevant steps outlined in "STEP 1: Preparation," which details the process for new training providers.

ETPs should complete only the steps applicable to new course registration. If course delivery involves third-party agreements, all relevant documentation must be included in the application. Additionally, CITB reserves the right to conduct site visits based on the nature of the course.

STEP 1: Preparation

Applicants are required to prepare the following supporting documentation ready for upload.

Section 1	Training Provider Details	Training Provider name and address. Primary and secondary contact details.
Section 2	Training Provider Validation	Registered Training Organisations: <ul style="list-style-type: none">• RTO Code• RTO Provider Registration• Confirmation of scope to deliver in SA Training Providers: <ul style="list-style-type: none">• Fill out the - Third Party Arrangements form (Form B)• Provide a copy of your current Third Party Agreement
Section 3	Training Provider Capability	Provide a Capability Statement / Profile to demonstrate that your organisation has an established training presence in South Australia. Compile and provide: <ul style="list-style-type: none">• relevant professional memberships• construction experience of the organisation• construction experience of key personnel• a trainers' matrix listing all facilitators and assessors Provide a detailed statement of endorsement by at least one industry referee who is either a construction employer or industry association registered with CITB.
Section 4 *	Agreements	Training Providers delivering to enrolled secondary school students must provide a copy of the Head Agreement with Department for Education (DfE). Training Providers delivering training under a Funded Activities Agreement with Skills SA must provide a copy of your agreement.
Section 5	Course Delivery	Complete a Short Course Registration form (Form C) for each short course where CITB funding is being sought. As outlined in the Short Course Training Policy and the Quality Assurance Framework, to receive funding support, a properly structured training program is one that must: <ol style="list-style-type: none">1. Be specific to the building and construction industry.2. Be consistent with the needs of one or more of the sectors of the industry.3. Be "stand alone" (i.e. able to be funded as discrete entities or services).4. Be conducted in South Australia.5. Be delivered by a Facilitator or include blended learning that is partially delivered by a Facilitator, and6. Is not an 'Assessment Only' or 'Verification of Competency (VOC)' <u>but can be delivered as a refresher short course,</u>7. Have clearly pre-defined learning outcomes and a formal assessment process against those learning outcomes or8. Are directed at technical compliance, managerial or WHS and welfare aspects of the industry

		<p>Training Provider will need to attach the following to each Short Course Registration form (Form C):</p> <ul style="list-style-type: none"> • Course flier/marketing material • Proof of scope to deliver the unit in SA (if accredited) <p>NOTE: CITB will not endorse courses delivered fully online without facilitation by a trainer or subject matter expert.</p> <p>Training Providers that do not have an agreement as detailed in Section 4 will also need to provide the following documentation:</p> <ul style="list-style-type: none"> • resumes/profiles of all facilitators and assessors • learning/training and assessment strategy • training plan for each short course <p><u>Courses not currently supported by CITB / New Courses:</u></p> <p>For short courses that are not currently subsidised by CITB the Training Providers will need to demonstrate support from the SA Building and Construction Industry.</p> <p>The support letter from at least two construction employers, requesting specific training relevant to the needs of the construction industry, and outlining your Training Provider as their preferred supplier of each requested short course.</p>
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STEP 2: Submission

Once the Training Provider has prepared the supporting documentation, proceed through the online application form via the CITB website - [Training Providers | Services | Construction Industry Training Board \(citb.org.au\)](https://citb.org.au)

STEP 3: Review and assessment

Once CITB have received the completed application, it will be reviewed against the criteria within the CITB Quality Assurance Framework and the Short course Training Policy.

CITB audits each Training Provider short course request, with the proposed course delivery area, so as to not oversaturate the market with CITB ETPs.

Step 4: Site visit

CITB will arrange a site visit at the Training Provider's place of training. At this visit, CITB will request to sight:

- student learning resources for each course applied (including handouts and training props)
- training rooms
- student facilities (toilets, amenities)
- student assessment materials for each course requested

Step 5: Approval and endorsement

Once the site visit is complete, CITB reviews all relevant documentation for endorsement.

If endorsement is approved, CITB will notify the Training Provider of the outcome and provide details regarding a CITB login and how to navigate the CITB Operating System (TALAS) with additional training and support available.

TIMEFRAMES

The process may be lengthy, depending on the complexity of the request, as it involves a thorough assessment to ensure quality and compliance with CITB standards.

The CITB Annual Training Plan Year (ATP Year) aligns with a financial year – 1 July to 30 June.

The Training Provider application process is open between April and May for both new Training Providers seeking endorsement and for current ETPs seeking re-endorsement.

The application process is closed between June and September and reopens in September for mid-year applications.

If a Training Provider applies for CITB endorsement during an ATP Year, CITB may approve the application subject to budget availability. If the current ATP Year budget allows, the application will be processed following the outlined steps. However, if the budget does not permit additional registrations, the Training Provider may need to reapply when applications reopen in the next ATP Year.