CITB

THE FUTURE IS
YOURS TO BUILD

TRAINING FUND GUIDELINES

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SECTION 1

PURPOSE AND CONTEXT

PURPOSE AND CONTEXT

The Construction Industry Training Fund (Training Fund) is established under the *Construction Industry Training Fund Act 1993* (the Act) and is funded through a levy applied to building and construction work undertaken in South Australia.

The Training Plan, approved by the Minister, outlines the Construction Industry Training Board's (the Board) funding priorities, initiatives, and intended workforce outcomes.

These Guidelines support the implementation of the Board's Training Plan by outlining the operational requirements for the administration, delivery and claiming of funding provided through the Training Fund.

These Guidelines supplement, and should be read in conjunction with the Training Plan Implementation Policy (Policy).

Together, the Training Plan, the Policy and these Guidelines ensure that funding derived from the Training Fund is:

- Applied consistently and transparently
- Aligned to industry priorities
- Administered in accordance with legislative and governance requirements
- Directed toward achieving sustainable workforce outcomes for the building and construction industry in South Australia.

These Guidelines support the implementation of the Training Plan and give effect to the objects of the Act, including Section 3A, by ensuring that funding:

- Supports high quality training
- Improves workforce skill levels
- Responds to changing industry practices
- Aligns with industry and workforce needs.

SECTION 2

SCOPE

SCOPE

These Guidelines apply to all initiatives funded by CITB through the Training Fund, as set out in the approved Training Plan.

They apply to all eligible recipients:

- Individuals, including apprentices and construction workers
- Employers
- Group Training Organisations (GTOs)
- Training providers
- Secondary schools.

The Guidelines operate for the duration of the approved Training Plan, unless varied or replaced by the CITB Board. Any variation to the Guidelines can be done so by the Board at its discretion and any such change will apply to new and existing recipients of funding.

It is requirement of all Training Funding Agreements that the Provider must observe these Guidelines, as amended from time to time.

SECTION 3

DEFINITIONS

DEFINITIONS

Term	Definition
Act	Construction Industry Training Fund Act 1993
Adult	Over the age of 21
Apprentice	An individual who is formally employed under a CITB eligible Training Contract. For the purpose of these Guidelines, the term "apprentice" includes both apprentices and trainees, and the terms may be used interchangeably where applicable.
Apprenticeship	A structured training arrangement under an approved Training Contract, combining paid employment, either with a direct employer or a Group Training Organisation. Formal training is delivered through a Registered Training Organisation, leading to a nationally recognised qualification. For the purposes of these Guidelines, the term "apprenticeship" includes both apprenticeships and traineeships, and the terms may be used interchangeably where applicable.
Approved Initiative	Roles that have been identified in partnership with industry that reflect current and emerging workforce needs across the housing, commercial and civil sectors, and approved by the Board
Approved Job Role	Any Initiative that is approved within the Training Plan.
Approved Qualification	Qualifications that have been identified and approved by the Board as relevant to the building and construction industry.
Attendance	Participation by an individual in training for the duration required to meet course or program requirements.
Audit	A formal review of claims, records and supporting evidence to verify compliance with these Guidelines and funding requirements.
Board	Means the Construction Industry Training Board constituted under the Act.
Building or construction work	As defined in Schedule 1 of the Act and Regulations 14 and 15 of the Regulations.
CITB	The corporate entity of the Board, and (as context requires) the CEO or other employees of the Board acting underdelegated authority.
CITB Number	A unique identifier issued by CITB to an individual or organisation that meets primary eligibility requirements. It is required to access funding under approved initiatives.
Claim	A request for payment submitted through FundHub for funding, supported by required evidence and subject to validation and approval.
Claim Period	The defined period for which a claim is made, based on funding rules, milestones or training delivery.

Term	Definition
Compliance	Adherence to all applicable eligibility, claiming, delivery and reporting requirements under these Guidelines.
Current Employment	Employment status where an apprentice is engaged in paid work and has not been suspended, withdrawn or terminated.
Delivery	The provision of training or initiatives in accordance with approved content, structure and requirements.
Education Pathways	Pre-employment initiatives that build industry awareness and career readiness for those considering or wishing to enter the building and construction industry.
Eligibility	The criteria that must be met by organisations or individuals to access funding, maintain participation and receive payment.
Eligible Claim Period	A claim period where all eligibility requirements have been met for the duration required to receive payment.
Employer	An organisation that meets CITB eligibility requirements and is approved to participate in CITB funded initiatives.
Endorsed Training Provider (ETP)	A training provider that is registered with the CITB.
Endorsement	Formal approval granted by CITB to an organisation (such as an ETP or GTO) confirming that it meets the required eligibility, capability and compliance standards to participate in funded initiatives. Endorsement also applies to Short Courses that are subsidised by CITB.
FundHub	An online system used for the submission, processing, and management of funding claims, evidence, and associated payments.
Funding	Financial support provided under these Guidelines, including subsidies, incentives and reimbursements.
Grandfathered Initiatives	Refers to funding arrangements or eligibility conditions that continue to apply to individuals or employers approved under a previous Training Plan.
Group Training Organisation (GTO)	An organisation that employs apprentices or trainees and places them with host employers.
Host Employer	An employer that hosts apprentices or trainees through a GTO.
Individual	An individual who meets all CITB eligibility requirements at the time of application, participation and claim.
Individuals	Secondary school students, apprentices, trainees, construction workers, trainers, unemployed persons, skilled migrants and ex-Australian Defence Force personnel.
Initiative	Any subsidy, incentive, program, scholarship or allowance that provides funding to an individual or employer from the Training Fund.

Term	Definition
Levy	A payment imposed in respect of any building or construction work, subject to the Act and Regulations. The rate of the levy is 0.25% of the estimated value of the building or construction work.
Live Online Training	Training conducted in real time via an online platform, with a trainer delivering facilitated instruction to participants who attend and engage in scheduled virtual sessions.
Milestone	A defined stage within a course or program used to track progress, confirm completion of key activities, and, where applicable, support funding or reporting requirements.
Minister	Minister for Education, Training and Skills
Non-Compliance	Failure to meet one or more requirements under these Guidelines, including eligibility, claiming, evidence or reporting obligations.
Offsite Construction Work	The preparation of modular components, structural elements, or building system offsite, provided these components are intended for installation or integration into a specific onsite construction project as defined in building or construction work.
Organisation	Employers, training providers, group training organisations (GTO) and secondary schools.
Overpayment	Any amount paid to a recipient that exceeds their eligible entitlement under these Guidelines.
Participant	An individual who undertakes subsidised training funded under these Guidelines and is named in a funding claim.
Payment in arrears	A payment made after a claim period or milestone has been completed and verified.
Recipient	An individual, employer or organisation who receives a payment or benefit from the Fund under an initiative.
Recovery of funds	The process by which CITB recovers payments made in error or outside of eligibility requirements.
Registered Training Organisation (RTO)	A training provider registered by the Australian Skills Quality Authority (ASQA) to deliver and assess nationally recognised training and issue Statements of Attainment or Qualifications.
Regulations	Construction Industry Training Fund Regulations 2021.
Secondary School	Secondary schools registered in South Australia delivering construction programs from year 7 through to year 12.
Sector Committees	Board Committees for each of the sectors of the building and construction industry constituted for the purposes of the Act – being Housing, Commercial, Civil - and a Cross-Sector Committee.

Term	Definition
Short Course	A targeted training program endorsed by CITB that is not a full qualification and is designed to address specific workforce skills, regulatory requirements, or industry needs.
Short Course Training	Training delivered in accordance with an endorsed short course, including approved content, delivery mode, duration, and assessment arrangements.
Statement of Attainment	An official certification issued by an RTO for accredited training that recognises successful completion of one or more units of competency, including an accompanying transcript.
Statement of Completion	A document issued by an ETP for non accredited training, confirming that a participant has completed the approved short course requirements.
Structured Training	Training that is planned and organised, with defined learning outcomes, content, delivery method, duration, and completion criteria, and that is delivered by a trainer through facilitated instruction.
TALAS	CITB's system used to manage apprenticeship data, grandfathered claims and records for employer and GTO-based apprenticeship funding.
TAS	Traineeship and Apprenticeship Services
Training Contract	A legally binding agreement approved by the South Australian Skills Commission, setting out the terms and conditions of an apprenticeship.
Training Fund	The Construction Industry Training Fund as established under Part 5 of the Act.
Training Fund Agreement	A contractual arrangement between CITB and a recipient that sets out the terms and conditions for the provision and use of funding under an approved initiative, where applicable.
Training Pathways	Post-employment initiatives that train, upskill, and retain individuals after entering the workforce encompassing support for apprentices and trainees, their employers and ETPs.
Training Plan	A plan prepared by the Board and approved by the Minister in accordance with Section 32 of the Act, for the purpose of improving the quality of training and to increase the levels of skills in the building and construction industry across all skill areas of that industry.
Training Provider	An organisation engaged or approved to deliver accredited and/or non-accredited training, responsible for meeting applicable quality, compliance, and reporting requirements.

SECTION 4

PARTICIPATING IN THE SYSTEM

PARTICIPATING IN THE SYSTEM

4.1 Overview

To participate in the system and ensure funding is provided only to eligible participants through approved initiatives, an individual or organisation must apply to be registered with the CITB.

A CITB Number is issued to individuals and organisations on registration. A valid CITB Number is required to access funding under approved initiatives.

For some organisation types, such as GTOs and Training Providers, this registration process includes formal endorsement by CITB.

GTOs and Training Providers must enter into a Training Fund Agreement with CITB to complete their endorsement. The Training Fund Agreement sets out terms and conditions of funding, delivery and reporting requirements, claiming and evidence obligations and compliance requirements.

Once an individual or organisation is approved, participants must use CITB systems to maintain participant details, submit applications and lodge claims. CITB systems are used as the source of truth for application status, claim status, and payment processing.

To receive funding, a participant must meet primary eligibility requirements and initiative-specific eligibility requirements, and claims requirements. CITB assesses all applications and claims and may approve them, request additional information, or decline them where requirements are not met.

The inclusion of an initiative in these Guidelines, or any indication that funding may be available over a particular period, does not of itself create any entitlement or guarantee of funding. Access to funding is subject to:

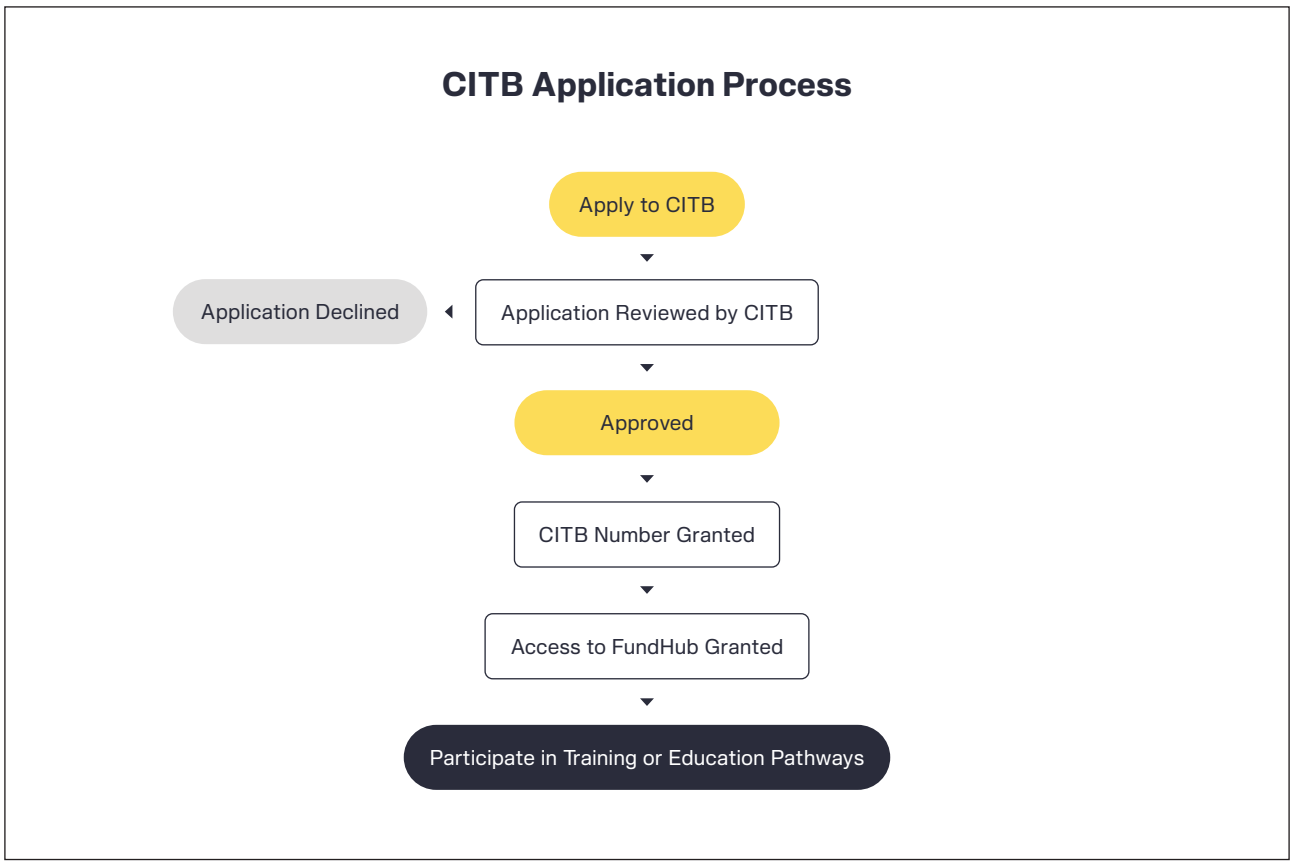
- The availability of Training Fund resources; and
- Compliance with these Guidelines, the Training Plan and any relevant Training Fund Agreement.

CITB is under no obligation to approve any application or claim, or to continue funding an initiative, beyond amounts validly approved and payable in accordance with these Guidelines, the Training Plan and any relevant Training Fund Agreement.

BY PARTICIPATING IN CITB-FUNDED INITIATIVES

individuals and organisations agree to comply with these Guidelines and all applicable requirements.

By participating in CITB-funded initiatives, individuals and organisations agree to comply with these Guidelines and all applicable requirements. Participants acknowledge and agree that these Guidelines and applicable requirements may be amended from time to time, and that continued participation and access to funding is conditional on compliance with the Guidelines and requirements as amended.



4.2 Legislative Alignment

All funding, program design and administration under these Guidelines must align with the objects of the Act (Section 3A).

In particular, CITB will ensure that:

- Training funded through the Training Fund is high quality and outcome-focused
- Funding decisions respond to industry demand and workforce need
- Training delivery supports continuous improvement and innovation
- Programs contribute to measurable workforce outcomes

4.3 Training Provider and Group Training Organisation Endorsement

For Training Providers and GTOs, registration within the CITB system includes a formal endorsement process.

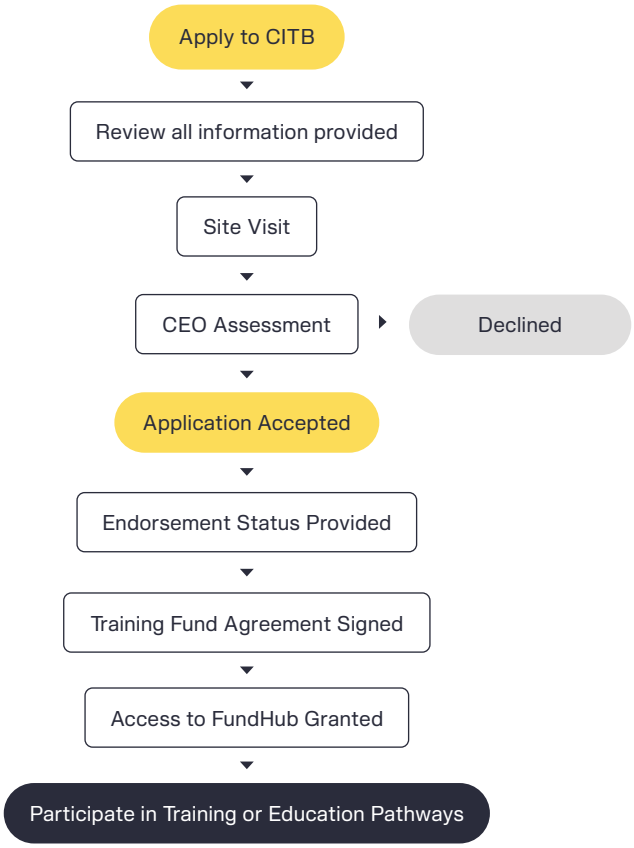
Endorsement is required to ensure that organisations delivering training, programs or employment pathways operate in alignment with CITB requirements, industry expectations, and the objectives of the Education and Training Pathways framework. It provides assurance that delivery is consistent, supports recognised construction pathways and contributes to workforce development outcomes.

As part of this process, endorsed Training Providers and GTOs must enter into a Training Fund Agreement with CITB. This agreement establishes the terms and conditions under which funding is provided, including obligations relating to delivery, evidence, claiming and compliance.

Only endorsed Training Providers and GTOs are permitted to access associated funding.

Endorsed organisations are required to maintain ongoing compliance with CITB requirements. Where these requirements are not met, CITB may take action, including suspension or withdrawal of endorsement.

Group Training Organisation & Training Provider Endorsement



Marketing, Fee Transparency and Certification Requirements (ETPs)

Endorsed Training Providers (ETPs) must comply with the following requirements for all CITB subsidised short courses:

Marketing and Branding

- ETPs must display the authorised CITB funding description and CITB logo on all marketing and promotional materials relating to CITB subsidised training, including websites, course brochures, emails and social media.
- Marketing materials must clearly reflect that the course is supported by CITB funding and must not misrepresent the nature or value of the subsidy.
- ETPs are responsible for ensuring that all public-facing information remains accurate, current, and compliant for the duration of their endorsement.

Fee Transparency

ETPs must publish:

- The full course fee, and
- Either:
  - The subsidised fee payable by the eligible participant, or
  - The value of the CITB subsidy applied.
- Fee information must be clearly visible and accessible prior to enrolment.

Branding and Communications Requirements (GTOs)

- All promotional material relating to CITB-eligible apprenticeships must:
  - Include the current CITB logo, and
  - Include wording such as 'Receiving CITB funding assistance' or equivalent approved phrasing.
- GTOs must acknowledge or tag CITB in relevant promotional communications, including digital platforms where applicable.
- All host employer invoices associated with CITB funded apprenticeships must include:
  - The CITB logo, and
  - A clear funding acknowledgement which denotes which CITB Apprenticeship Incentive the Host Employer is receiving.

CITB may review marketing materials, fee disclosures, certification documentation and branding usage to ensure compliance with endorsement and funding requirements. Non-compliance may result in corrective action, payment adjustment or recovery.

4.4 Funding Pathways

Funding is delivered through two complementary pathways that support workforce development across the full career lifecycle. These pathways provide structured opportunities for skill development, qualification attainment and career progression. Benefits may be provided in various forms, including subsidised training, supported placements, or essential resources required for participation, such as personal protective equipment (PPE).

These pathways reflect how individuals and organisations engage with the construction industry, from early exposure through to ongoing skills development.

Together, Education and Training Pathways provide an integrated approach to workforce development by:

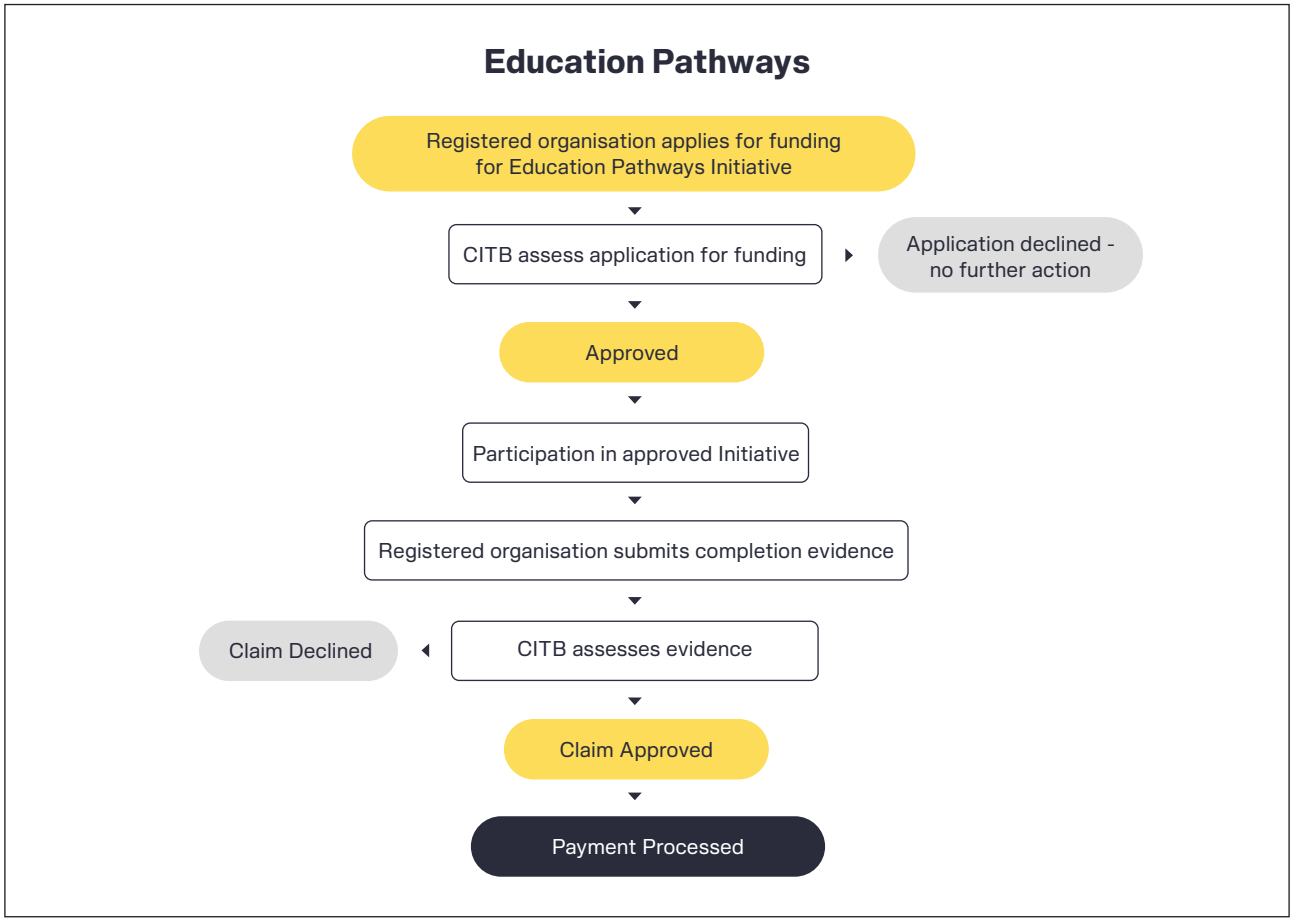
- Supporting entry into the industry;
- Enabling progression through structured training; and
- Supporting ongoing upskilling and retention.

The initiatives available under each pathway are outlined in Sections 7, 8 and 9.

4.5 Education Pathways

Education Pathways focus on workforce attraction, early engagement, and pre-employment preparation. Education Pathways aim to build awareness of construction careers, develop foundational and work-readiness skills and create supported transitions into apprenticeships or further training. Initiatives are delivered through a range of structured programs aligned to different entry points into the industry. These include:

- School-based programs, known as doorways2construction (d2c) and Technical College pathways, which support students to explore and prepare for careers in construction;
- Pathway and immersion programs, known as pathways2construction (p2c) which provide practical exposure and transition support; and
- Pre-employment programs, known as TradeUp2Construction, which support individuals not currently in school to enter the building and construction workforce.



4.6 Training Pathways

Training Pathways focus on supporting the existing workforce and employers to build capability, retention, and productivity. These initiatives support:

- Apprentices;
- Construction Workers;
- Employers; and
- GTOs and Training Providers.

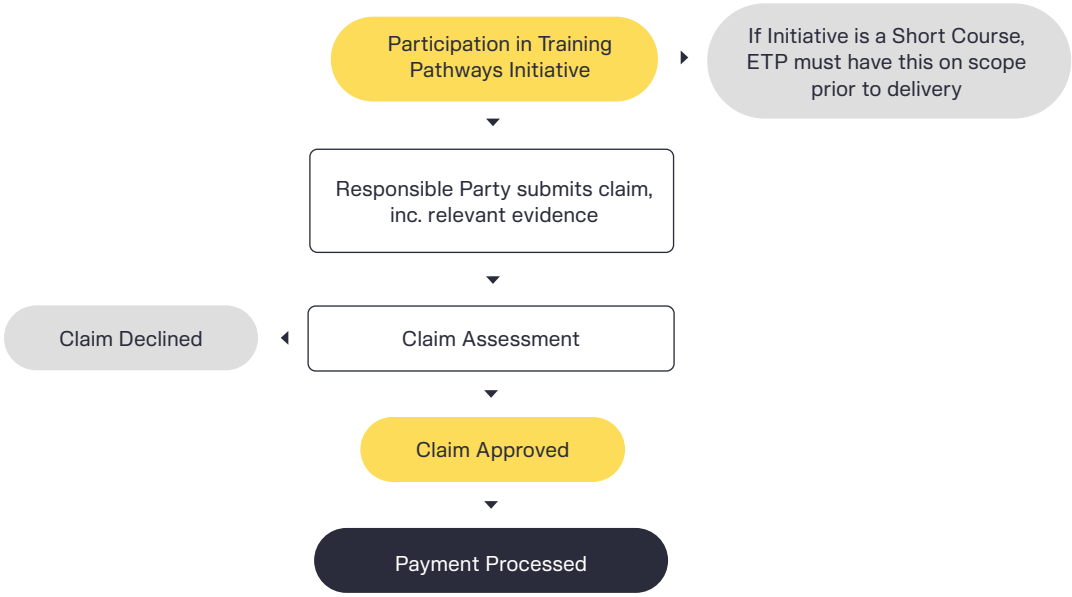
Training Pathways aim to:

- Support apprenticeship commencements and completions;
- Improve workforce skills and qualifications;
- Strengthen workplace capability and safety; and
- Improve the quality of training.

FOR RELEVANT INITIATIVES

If the apprenticeship Training Contract has a start date prior to 31st December 2025 funding initiatives are in alignment with the Grandfathered Initiatives and are submitted through the CITB TALAS system. For start dates from 1 January 2026, initiatives fall under the Training Plan 2026-2028 and are submitted through the CITB FundHub system.

Training Pathways



Further detail on submitting claims, evidence requirements, and timeframes is provided in these guidelines.

SECTION 5

PRIMARY ELIGIBILTY REQUIREMENTS

PRIMARY ELIGIBILITY REQUIREMENTS

Access to the Training Fund is limited to individuals, employers and organisations that meet primary eligibility requirements. These requirements are determined by the Board, informed by advice and recommendations from Sector Committees.

Eligibility applies across the full lifecycle of participation, meaning it must be established at the time of application, maintained at the time a claim is submitted, and continue through the entire claim period. In addition to general eligibility criteria, participants must also satisfy any initiative-specific requirements.

Participants are responsible for ensuring that their eligibility status remains accurate and up to date, including maintaining current information within CITB systems and notifying CITB of any changes that may affect eligibility.

INDIVIDUALS, EMPLOYERS AND ORGANISATIONS

must confirm their eligibility with CITB prior to enrolling in any training or accessing funding. CITB will not fund ineligible participation after the event – no retrospective claims will be approved.

If a participant does not meet eligibility requirements, a claim may be denied or the CITB may recover funding already paid.

Where GTO and Training Provider requirements are not met, CITB may apply conditions to endorsement, limit funding access or suspend or withdraw endorsement.

5.1 Individual Eligibility

Individual eligibility is based on connection to the building and construction industry and their participation in approved training or employment pathways.

Individuals undertaking subsidised training or receiving support under an approved initiative must be:

- employed in an Approved Job Role (Appendix 2): or
- enrolled or an Approved Qualification (Appendix 3).

Approved job roles and qualifications are determined by the Board and reviewed annually, informed by the Sector Committees' advice and recommendations. CITB reserves the right to remove or add approved job roles and qualifications.

For training pathways, an individual who wishes to register for a CITB Number, must be employed by an employer or organisation that is registered with CITB to ensure funding supports the South Australian building and construction industry.

For education pathways, those individuals not currently employed in the building and construction industry, must demonstrate they meet all relevant criteria within the applicable category for individual primary eligibility requirements set out below.

Individual Category	Criteria
All individuals	• Be a resident of South Australia • Meet all criteria for the applicable category below.
Construction Worker	• Working for a CITB approved employer, including where engaged through a labour hire organisation that the host employer's eligibility is confirmed and validated by the labour hire organisation. • Within a CITB approved job role undertaking work that meets the definition of 'Building or Construction Work' or 'Off Site Construction' • Working primarily within the housing, commercial or civil sector of the building and construction industry. • Hold relevant occupational licences and/or registrations associated with job role and/or required by legislation or industry standards.

Individual Category	Criteria
Unemployed Person	• Be able to demonstrate intent to and opportunity to enter the building and construction industry. • Meet the criteria of a 'Construction Worker' within the last three years. • Have an employment commitment from a CITB approved employer or organisation or can provide evidence of self-employment within the building and construction industry upon completion of CITB funded training. OR • Be on a redeployment plan within the building and construction industry under ReturnToWorkSA or with self-insured employers, supported by evidence provided from a claims manager or employer. OR • Has transitioned out of the Australian Defence Force within the past 24 months AND are seeking to enter employment in the building and construction industry.
Skilled Migrants	• Holds an applicable Skilled Independent Visa (Subclass 189, Skilled Nominated Visa, Subclass 190) or a Skilled Work Regional Provisional Visa (Subclass 491). • Holds internationally recognised trade credentials aligned to the approved job role list (Appendix 2). OR • Currently undergoing a Trades Recognition Australia (TRA) skills assessment process for a trade aligned to the approved job role list (Appendix 2).
Apprentice or Trainee	• Employed under an active Training Contract. • Completing a CITB approved qualification (Appendix 3) • Employed by a CITB approved employer OR a CITB endorsed GTO placed with a host employer who meets the 'Employer' eligibility criteria.
Secondary School Students	• Enrolled in a secondary school undertaking a qualification with a CITB endorsed training provider. OR • Enrolled in a Technical College undertaking a CITB approved building and construction program.
Trainers	• Employed by a CITB Endorsed Training Provider. • Holds a Certificate IV in Training and Assessment. • Delivers training and/or assessment services that are funded by CITB.

5.2 Organisation Eligibility

Different organisation types participate in the construction industry in different ways. Eligibility is based on the role the organisation plays in the industry.

Organisations must demonstrate a direct contribution to building or construction work to meet primary eligibility requirements. This requires that the organisation undertakes, or enables through employment arrangements, work that meets the definition of building or construction work under the Act, and that such work forms at least 60% of its operations. An assessment of what amounts to 60% of operations can be undertaken by CITB, if required.

As a general guide, eligible work includes:

- Construction, erection, installation, alteration, repair or demolition work; or
- Other work performed on construction sites that contributes directly to the project

Activities such as manufacturing, supply, transport or consulting on their own are not sufficient to meet this requirement.

Eligibility is determined based on the nature of activities performed in practice, including the roles undertaken by workers and compliance with relevant regulatory and licensing requirements. For Training Providers and GTOs, a site visit will form part of the eligibility determination process.

Organisation Category	Criteria
All organisations	• Must be based and/or currently operating in South Australia. • Have a valid Australian Business Number and active listing on the Australian Business Register. • Holds current licences and/or registrations as required by legislation or industry standards associated with specific work activities. • Comply with relevant legislation and industry standards • Meet all criteria in the applicable category below.
Employer (including host employers for a Group Training Organisation, labour hire organisation, sole trader, sub-contractor, company, partnership or trust)	• The majority of work (>60%) undertaken by the organisation must meet the definition of building or construction work under Schedule 1 of the Act. • Holds required current building work contractor's license registered with Consumer Business Services

Local Government Council	• Undertakes building or construction work such as:
	  • Civil works; or
	  • Infrastructure maintenance
	• Eligibility is limited to specific parts of the organisation that undertake construction work (Administrative, corporate, and other non-construction functions are not considered eligible).
	• Must employ staff within an approved job role who are directly performing building or construction work.

Training Providers	• Delivers structured training in appropriate environments, aligned with approved job roles and supporting workforce demand and industry needs. • Holds a current registration as a Registered Training Organisation (RTO) with the Australian Skills Quality Authority. OR • Holds a status as a non accredited training provider.

Organisation Category	Criteria

Training Providers (cont'd)	• Training Providers must demonstrate the capability to deliver high quality training consistent with the objects of Section 3A of the Act, including:
	  • Improving skill levels
	  • Maintaining industry currency
	  • Delivering measurable training outcomes
	• Complies with all relevant legislative, regulatory, and safety requirements, with no significant adverse findings, suspensions or sanctions.
	• Operates in a financially sustainable manner and is financially viable (not insolvent or under administration).
	• Operates with integrity, including managing conflicts of interest.
	• Engages with industry and demonstrates meaningful relationships with employers.
	• Ensures trainers and assessors are appropriately qualified and maintain current industry skills and knowledge relevant to building and construction roles.
	• Maintains systems and processes for structured training delivery, learner support, assessment, and monitoring and evaluating training quality and outcomes.
	• Maintains systems to manage enrolments and participants, submit claims accurately and on time, maintain training and assessment records and meet reporting, auditing and compliance obligations.
	• Demonstrates systems and processes to achieve continuous improvement in practices.
	• Notifies CITB of any variations or material changes to financial position, registration status, ownership or governance, scope of delivery and regulatory or operational status.

Group Training Organisation	• Registered as an employer with the South Australian Skills Commission. • Employs and places apprentices under a valid training contract in occupations within the building and construction industry. • Registered against the National Standards for Group Training Organisations in South Australia • Complies with the South Australian Skills Standard for Host Employer Arrangements. • Demonstrates financial capacity to employ apprentices and meet all employment obligations, including wages, superannuation, leave entitlements, workers compensation and insurances. • Demonstrates capability to support apprentice employment continuity throughout their entire training contract including during gaps in host employer availability and changing industry conditions. • Provides appropriate supervision, support, and welfare for apprentices through to completion. • Ensures host employers are suitable, meet eligibility requirements, compliant, and able to provide safe working environments. • Maintains systems to manage apprentice and host employer records, administer CITB claims and meet reporting, auditing and compliance obligations.

Organisation Category	Criteria
Group Training Organisation (cont'd)	• Notifies the CITB of any variations or material changes to financial position, ownership or governance and regulatory or operational status.
Secondary School	• Government, Catholic and Independent schools registered with the Education Standards Board SA who have students in years 7 – 12 interested in pursuing building or construction work.
Labour Hire Organisation	• Provides workers to organisations that meet CITB employer eligibility requirements • Places workers into roles that involve building and construction work. • Hold valid CBS licenses (as required).
Driving Instructor	• Holds a current Motor Driving Instructor (MDI) license • Provides a working with children check for each driving instructor • Delivering (or proposes to deliver) subsidised driving lessons as part of an approved Education Pathways program.

5.3 Variations

Changes may occur during participation that affect eligibility, delivery or claim outcomes.

Participants must notify CITB of any material variations as soon as practicable. Variations are managed to ensure that funding remains aligned with approved activities, eligibility requirements, and the intent of the initiative.

Participants must provide sufficient information to enable CITB to assess the variation.

CITB assesses variation requests to determine whether the proposed change maintains eligibility, aligns with the objectives of the relevant initiative/s, and complies with these guidelines, including any impact on eligibility for funding and payment.

Based on this assessment, CITB may approve the variation (with or without conditions) or decline the request. Where a variation is declined, CITB may adjust, suspend or discontinue funding.

VARIATION REQUESTS

must be submitted and approved by CITB prior to implementation.

Some initiatives do not permit variations. In these cases, claims must meet the original eligibility, timing, and delivery requirements. Any deviation may result in the claim being declined and participation ceasing.

Where a variation affects eligibility or compliance, CITB may adjust or decline claims, withhold or suspend payments, or recover funding where payments have already been made.

5.3.1 Types of Variations

Variations outlined below may arise at different stages and must be notified to the CITB in writing.

Participant and Eligibility Variations

Changes affecting eligibility, such as employment status, employer or host employer arrangements, participant eligibility status, organisational structure or required licenses and registrations.

Training Contract and Apprenticeship Variations

Changes to apprenticeship or training arrangements, including suspension, cancellation, withdrawal, completion, changes to qualifications or pathways and adjustments to contract duration.

Where a Training Contract is suspended, eligibility periods and milestones are adjusted to reflect current employment only, and evidence of suspension may be required.

Where an apprenticeship is cancelled or withdrawn, no further payments will be made beyond the last achieved milestone and no partial milestone payments apply, unless strictly specified.

Where an apprentice completes their Training Contract earlier than the expected completion date, payment will be based on the funding structure applicable to the initiative.

Where relevant, CITB may:

- Pay any eligible amounts associated with the current claim period or achieved milestones and
- Apply any applicable completion-related payments, subject to confirmation of completion and submission of required documentation.

Where an extension to a Training Contract is approved by the South Australian Skills Commission, claim eligibility and payment timing will be adjusted to reflect the revised completion date.

Training Delivery Variations

Changes to approved delivery arrangements, including delivery method, course structure, assessment approach, training provider or delivery location.

Program and Participation Variations

Changes affecting participation in an initiative, including withdrawal, non-completion, timing changes, participant numbers or substitution of participants.

Administrative and Financial Variations

Changes affecting claims or payments, including incorrect claims, revised claim timing, duplicate funding, or adjustments due to errors or data discrepancies.

SECTION 6

CLAIMS AND PAYMENTS

CLAIMS AND PAYMENTS

The process for accessing funding differs between Education Pathways and Training Pathways due to the nature of the initiatives and how funding is allocated.

Education Pathways funding is generally assessment-based, with funding determined based on the activity, delivery model and alignment to program objectives.

Training Pathways funding is rules-based, where eligibility and payment are assessed against defined requirements and milestones using supporting evidence. Where requirements are satisfied, payment is made in accordance with the defined funding structure and payment schedule for the initiative.

The initiative-specific claiming and lodgement requirements are provided in Sections 7, 8 and 9. For some initiatives, a claim will become available through a CITB system, for others, an application is required prior to a claim becoming available.

Where a GTO has received a claim payment for an initiative listed under Section 7 which is not a GTO specific Administration Incentive, 100% of this payment must be passed through to the host employer. No portion of this payment may be retained by the GTO.

CLAIMS MUST BE SUBMITTED WITHIN 60 DAYS

of becoming available. Claims submitted outside this timeframe may be declined. CITB does not backdate.

To submit a valid claim, participants must:

- Use the correct system or form
- Submit the claim after the relevant activity or milestone has been completed
- Ensure submission occurs within the required timeframe; and
- Provide evidence as requested by CITB.

Submissions of an application or claim does not create an automatic entitlement to funding.

6.1 Providing Evidence

All claims must be supported by evidence demonstrating eligibility and confirming that the relevant activity or milestone has been completed in accordance with each initiative's requirements.

Evidence must be accurate, complete, clear and consistent with the claim. Evidence must align with:

- The participant identified in the claim
- The activity or training delivered and
- The relevant claim period or milestone.

Initiatives have specific evidence requirements which may include employment records, attendance records, completion documentation, training contracts, and financial or delivery records.

CITB may request additional information at any time to verify the claim.

Example: Employment Evidence

A Direct Employer or GTO submits a claim for a claim milestone.

They provide:

- A payslip for the apprentice they are claiming for, covering the end date of the claim period

This is sufficient where:

- The payslip demonstrates current employment, and
- Records align with claim dates and employment details.

PAY SLIP

Employer: A Pretend Business
ABN: 12 345 678 910
Employee: Jo Worker
Employment status: Part-time
Award: Fast Food Industry Award
Classification: Level 1
Hourly rate: $24.73

Pay period: 03/07/2023 to 09/07/2023
Pay date: 12/07/2023

Annual leave balance: 47.3 hours
Sick/carer's leave balance: 23.9 hours

Entitlements			
Description	**Hours/units**	**Rate**	**Total**
Ordinary hours	15.0	$24.73	$370.95
Personal/carer's leave	6.5	$24.73	$160.75
Laundry allowance (per shift)	2.0	$1.25	$2.50
Saturday penalty rate	8.0	$6.18	$49.44
Overtime – Monday to Saturday – first 2 hours	1.5	$37.10	$55.65
		Total gross payment	**$639.29**

Deductions	
Income tax	$66.00-
On-site Childcare Service Pty Ltd (employer subsidised childcare)	$38.00-
Total deductions	**$104.00-**

Superannuation	
Employee superannuation fund Pty Ltd	$64.24
Total contribution	**$64.24**

NET PAY	
Bank details: A Pretend Bank	
BSB: 123-456	
Account: 1234 5678	
Total net payment	**$535.29**

- The above example was taken from the Fair Work Ombudsman materials.

Examples of Evidence – Short Course Training

Example 1: Accredited Course – Statement of Attainment

An Endorsed Training Provider delivers a CITB-endorsed short course.

For each participant, the provider submits:

- A Statement of Attainment

This is sufficient where:

- The Statement of Attainment aligns to the approved course, and
- The Statement of Attainment is assigned to the registered participant being claimed for

ETP Logo

STATEMENT OF ATTAINMENT

A Statement of Attainment is issued by a Registered Training Organisation when an individual has completed one or more accredited units

This is a statement that

APPLICANT NAME

has attained

HLTSS00027 Occupational First Aid Skill Set
HLTAID006 Provide advanced first aid
HLTAID007 Provide advanced resuscitation
HLTAID008 Manage first aid resources and services

EXAMPLE DOCUMENT ONLY

RTO:
Completion Date:
In:
Certificate No:

NATIONALLY RECOGNISED TRAINING

Example 2: Non-Accredited Training – Statement of Completion

A provider delivers a non-accredited CITB-endorsed short course.

The provider submits:

- A Statement of Completion

This is acceptable where:

- The Statement confirms the registered participant completed the course requirements

Government of South Australia
Rail Commissioner

Statement of Completion

This is to certify that

has completed a refresher course in

Track Occupancy Authority

A Statement of Completion is issued when an individual has completed formal or informal training requirements for non-accredited modules.

Alice Corrisin
Unit Manager, Rail RTO

22/10/2020
Date Completed

6.2 Processing a Claim

CITB aims to process claims in a timely and consistent manner. For claims that are complete and compliant at the time of submission, CITB aims to pay claims within 20 business days from the date the claim is received. This timeframe covers end-to-end claim assessment, approval, and payment.

The service standard timeframe begins when a claim is submitted through the appropriate CITB system and all required information and evidence has been provided.

Timeframes do not apply while claims are incomplete or require further information, or where additional verification, audit, or compliance activities are underway. Timeframes may also be affected by factors outside CITB's reasonable control.

Where additional information is requested, the service standard timeframe recommences once all requested information has been received.

Service standards are indicative only and do not create an entitlement to payment within a specified timeframe.

6.3 Payment Timing

Payments are processed on a weekly payment cycle. Claims approved after the weekly cut-off date will be included in the next available payment cycle.

6.4 Withholding or Refusing Payment

CITB may withhold, decline, delay, or recover payment where a claim does not meet the requirements of these guidelines or where concerns arise regarding eligibility, accuracy, completeness or supporting evidence.

Concerns with a claim may arise from discrepancies in evidence, inconsistencies across claims, unusual delivery patterns or findings from monitoring, audit or third-party verification.

Where a claim is suspected to be inaccurate, submitted in error or otherwise non-compliant, CITB may suspend processing, request additional information, or undertake further review or audit activity.

Related payments, including other initiative payments may also be withheld while the matter is reviewed.

Following review or investigation, CITB may:

- Approve the claim;
- Adjust the claim amount;
- Decline payment; or
- Recover payments previously made.

6.5 GTO Subsidy Pass-Through (Evidence Approach)

Where funding is provided to a Group Training Organisation (GTO) and is required to be passed through to a host employer, CITB recognises the need to balance appropriate verification with practical, low administration approaches.

Principles Based Approach

GTOs are expected to demonstrate that funding has been passed through in accordance with initiatives requirements, using reasonable and proportionate evidence. Full transactional reconciliation is not required for every claim unless requested.

Acceptable methods of demonstrating pass through may include:

- Invoice offsets or credit notes applied to host employer accounts
- Direct payments to host employers
- Aggregated reporting demonstrating alignment between funding received and benefits provided
- System generated records or standard internal reporting

Minimum requirements

GTOs must:

- Maintain records demonstrating how funding has been applied
- Ensure records are consistent with claims submitted
- Be able to provide evidence upon request

Verification and Audit

CITB may request supporting evidence at any time, including:

- Sample based evidence review
- Reconciliation of payments and offsets
- Supporting financial or contractual documentation

Where evidence cannot reasonably demonstrate pass through, CITB may:

- Adjust or recover payments
- Apply compliance actions in accordance with Section 10
- This approach is intended to support efficient administration while maintaining accountability for the use of Training Fund resources.

Examples – GTO Pass-Through and Application of Funding

The following examples illustrate how Group Training Organisations (GTOs) may apply and reconcile CITB funding in accordance with these Guidelines.

Example 1: Continuous Placement with Reconciled Pass-Through

A GTO employs Isla as an apprentice and places her with an eligible host employer from 1 July 2026.

The GTO receives milestone payments each quarter, subject to Isla completing her probation period and remaining eligible.

The GTO applies the incentive to the host employer:

- Option 1: Through a weekly credit amount on their invoice
- Option 2: Through a quarterly lump sum credit amount on their invoice or a quarterly lump sum credit note

Isla remains continuous employed by the same host employer and placed for the full 12-month period.

By the end of the four quarters (12 months), the GTO has received $3,500 (4 x $875) and has passed on the equivalent value to the host employer through weekly credit notes on the invoice.

The GTO demonstrates compliance by showing that the total value of offsets equals the total funding received, consistent with the requirement to pass through 100% of payments.

Example 2: Apprentice on Leave or at Block Release Trade School (Missed Weekly Credit)

A GTO employs Harvey and places him with a host employer. The GTO applies the incentive as a weekly invoice credit amount.

Harvey takes one week of sick leave or attends block release trade school, during which:

- He does not attend work with his host employer, and therefore
- No weekly invoice is charged to the host employer

The credit amount for that week is not lost but becomes an unapplied amount.

The GTO must ensure this amount is subsequently passed on by:

- Applying an additional credit amount in the next invoice.

By the end of Year 2 of the apprenticeship, the GTO must demonstrate that the full value of funding received has been passed on to the host employer, regardless of any leave or block release trade school periods

Example 3: Apprentice Between Host Placements

A GTO employs Mia, who is placed with a host employer for 10 weeks.

Mia then has a 3-week gap between placements, during which:

- She remains employed by the GTO, but
- Is not placed with an eligible host employer, and
- Is not on suspension.

During this period:

- The GTO cannot apply invoice credits, as no host employer is being charged
- The equivalent value must be tracked as unapplied funding

When Mia is placed with a new eligible host employer, the GTO must:

- Apply the accumulated value through a weekly credit amount on the next invoice.

The GTO must ensure that 100% of Apprenticeship Training Suppot Incentives are ultimately passed on to host employers, even where placement gaps occur.

This does not include any GTO-Specific Administration Incentives.

Example 4: Reduced Hours or Partial Week

A GTO employs Harry, who works reduced hours due to inclement weather.

During one week, Harry only works 2 days instead of a full week.

The GTO must continue to apply the full weekly credit to the invoice.

Example 5: Early Termination and Pro-Rata Payment

A GTO employs Josh, who completed the probation period (3 months) but whose employment ends before the next quarterly milestone.

Under approved GTO pro-rata arrangements:

- The GTO may claim a pro-rata portion of the quarterly payment, calculated based on days of active employment in the claim period.

The GTO must:

- Pass the pro-rata amount in full to the host employer, and
- Ensure that any funding received aligns only to eligible employment days.

No funding applies:

- Prior to completion of the probation period (if terminated early), or
- During any period of suspension.

Key Requirement for GTOs

GTOs must ensure that 100% of all 2026-2028 Training Pathways incentive payments are passed through to the host employer. Where funding is not immediately applied (e.g. due to leave, trade school, or reduced activity), the GTO must reconcile the unapplied amount so that the full value is ultimately passed through.

The method of pass-through may vary (e.g. weekly invoice credit, quarterly offsets or direct payments), however the total value provided must equal the total amount of Apprenticeship Training Support incentives received.

SECTION 7

TRAINING PATHWAYS TRAINING PLAN INITIATIVES 2026 – 2028

TRAINING PATHWAYS
TRAINING PLAN INITIATIVES 2026 – 2028

Training Pathways focus on supporting the existing workforce and employers to build skills, capability and retention across the industry. Funding under this pathway supports apprentices, construction workers, employers, GTOs and training providers through apprenticeship training subsidies, incentives, short course training and workforce development initiatives.

Training Pathways are primarily post-employment, supporting the delivery of high quality training that improves workforce skills, strengthens completion outcomes, and responds to industry needs, while enhancing workplace capability and supporting safe, productive and inclusive worksites across South Australia's building and construction industry.

7.1 Short Course Training Subsidy

7.1.1 Overview

The Short Course Training Subsidy supports delivery of targeted, industry-relevant training designed to address workforce needs, support career progression, and respond to regulatory and industry requirements.

Funding supports structured training that delivers defined learning outcomes and measurable skills development for construction workers and apprentices.

All approved training must meet CITB quality requirements and support the delivery of high quality, industry-relevant training as required under Section 3A of the Act.

7.1.2 Eligibility requirements

In addition to the eligibility requirements outlined in Section 5 of this Guideline, participants must hold a valid CITB Number at the time the training is undertaken, unless otherwise approved by CITB. Training Providers must also meet all relevant eligibility requirements and be endorsed as per Section 4.3 of this Guideline. Training must be delivered strictly in accordance with the approved short course, and the course structure must not be varied.

7.1.3 Assessment of Training Products

All short course training must be submitted to CITB for assessment prior to approval for funding.

Assessment is undertaken to determine whether the proposed training is appropriate for CITB support and aligned with industry needs and the quality and workforce outcomes objectives set out in Section 3A of the Act. Approval is granted at the course level and is separate from Training Provider endorsement. Endorsement must be gained prior to course approval.

Applications must be submitted in the required format and supported by appropriate documentation, including course information, delivery arrangements and supporting evidence.

Course assessment is based on information provided through CITB's short course registration process.

Course Submission and Supporting Information

Training Providers must submit course information and outcomes sufficient to enable assessment. This includes details such as course structure, delivery method, duration, participant numbers, pricing and supporting documentation.

Assessment also considers whether the course is:

- An existing CITB endorsed course or
- A new course requiring full assessment and approval.

New course applications require additional evidence, including industry validation, trainer capability and detailed training and assessment documentation.

Incomplete submissions will not be assessed.

Industry Relevance and Alignment

Each course must demonstrate clear relevance to the building and construction industry and alignment with workforce needs.

Assessment considers whether the course supports recognised job roles, qualifications, or industry priorities, and whether there is demonstrated demand for the training. This may be supported through industry engagement, employer input, or evidence of workforce need.

Training Design and Delivery

Courses must be delivered as structured training with defined learning outcomes, delivery methods, and completion requirements.

Assessment focuses on whether the proposed training is:

- Appropriately designed and sequenced
- Delivered through suitable methods
- Aligned to recognised competencies, licencing or industry standards.

Course duration, delivery model and participant ratios are considered to determine whether training is realistic and fit for purpose.

Funding is not available for training where delivery is self-paced or via eLearning, recognition of prior learning (RPL), assessment-only arrangements, credit transfer, or full qualifications.

Evidence and Validation

Assessment is supported by documentation provided by the Training Provider.

This may include course materials, scope of registration (where applicable), training and assessment documentation, and evidence of industry validation.

Where required, CITB may also consider trainer capability and supporting documentation to determine whether the course can be delivered effectively.

Risk and Funding Considerations

CITB considers whether the proposed course represents an appropriate use of Training Fund resources.

This includes review of:

- Course costs and pricing relative to delivery;
- Anticipated participant numbers;
- Delivery scale and complexity; and
- Any risks associated with delivery or outcomes.

Where required, funding levels may be adjusted or capped based on these considerations.

7.1.4 Subsidy Calculation

Subsidy amounts are determined using three key elements:

Course Category

Each course is assigned to a category based on its delivery profile, such as the level of practical activity, materials and equipment required. Each category has a standard hourly subsidy rate, which reflects typical delivery costs for that type of training.

SHORT COURSE SUBSIDIES

are calculated using a standardised, cost-based methodology that reflects the actual cost of training delivery. This ensures that subsidies are consistent, transparent, and aligned to industry priorities.

Course Priority

Courses are prioritised based on their importance to industry needs:

- Essential – safety, compliance or critical workforce capability.
- Important – core job skills and productivity.
- Supplementary – additional or non-critical skills.

The priority determines the proportion of the subsidy rate applied, with higher priority courses receiving a higher level of subsidy.

NOTE: Review of Course Subsidy - Requests to review or change course priority may be submitted by Training Providers or other CITB stakeholders in accordance with processes determined by CITB.

Course Delivery Hours

The total subsidy is also influenced by the length of the course, with longer courses attracting a higher total subsidy based on the applicable rate.

7.1.5 Payment schedule and rates

Funding rates and payment structures are determined in accordance with:

- The approved Training Plan; and
- Any published funding schedules applicable at the time of endorsement

Payments are made in arrears following claim approval and are subject to compliance with these Guidelines.

Training Providers must ensure that 100% of the subsidy is passed on to the participant as:

- A reduction in course fees; or
- Reimbursement following successful completion.

7.1.6 Claiming and Evidence Requirements

Training Events must be entered in FundHub, and have all participants registered prior to commencement of the course event.

Claims must be submitted in accordance with Section 6 of this Guideline.

In addition:

- Claims may only be submitted after training is completed; and
- Claims must align with the endorsed short course details and participants

Minimum evidence requirements include:

- Statement of Attainment (for accredited training); or
- Statement of Completion/Attendance (for non-accredited training).

All evidence must demonstrate that:

- Training was delivered in accordance with the approved course
- The correct participant attended
- The participant completed the required training

CITB may request additional evidence in accordance with Section 6.1 of this Guideline.

7.1.7 Variations process

All variations must be managed in accordance with Section 5.3 of this Guideline.

7.2 Short Course Training Administration Incentive

7.2.1 Overview

The Short Course Training Administration Incentive provides a contribution to endorsed Training Providers to support the administrative effort associated with lodging compliant short course training claims.

The incentive recognises the additional work required to submit claims, manage documentation, and meet CITB funding requirements.

7.2.2 Eligibility requirements

In addition to Section 5 of this Guideline:

- The organisation must be a CITB Endorsed Training Provider (ETP) at the time of claim submission.
- The incentive applies only to eligible Short Course Training Subsidy claims (see Section 7.1 of this Guideline).
- The underlying short course training claim must:
  - Meet all eligibility and delivery requirements under Section 7.1 of this Guideline, and
  - Comply with the standard funding requirements in Section 6 of this Guideline.

7.2.3 Payment schedule and rates

Payments are calculated based on approved claims and are aggregated and paid in arrears in accordance with CITB payment processes.

TRAINING PROVIDERS

can receive $10 per eligible short course training claim.

7.2.4 Claiming and Evidence requirements

- Administration incentive claims are generated automatically through FundHub as part of the associated short course training claim; and
- separate claims are not required

No additional evidence is required beyond that submitted for the associated short course training claim.

7.3 Direct Employer Apprenticeship Training Subsidy

7.3.1 Overview

The Employer Apprenticeship Training Subsidy provides financial support to employers to assist with the costs of training, onboarding and supervising new apprentices during the early stages of their apprenticeship.

The subsidy supports workforce participation and retention by reducing training costs during the first two (2) years of a Training Contract.

This funding contributes to the costs associated with:

- On-the-job training and supervision;
- Off-the-job (trade school) training;
- Assessment and competency development.

Where the legal employer is a GTO:

- It is paid to the GTO as the legal employer and
- Is required to be passed on in full (100%) to the Host Employer where the apprentice is placed during the claim period.

7.3.2 Eligibility requirements

Where the Apprentice is employed by a Direct Employer, in addition to the eligibility requirements for Employers:

- The employer must be paying all trade school (tuition) fees.
- The apprenticeship must be within the first two (2) years of the Training Contract at the time of claim falling due.

- The apprentice must be employed at each claim milestone.
- The subsidy applies only to new apprenticeships and is not payable retrospectively outside approved eligibility periods.

Where the Apprentice is employed by a GTO, in addition to the eligibility requirements for host employers and GTOs:

- The apprentice must:
  - Be employed by a CITB endorsed Group Training Organisation and
  - Be within the first two (2) years of their Training Contract
  - Have an active training contract at each payment milestone
- The GTO must:
  - Be endorsed by CITB
  - Have an active host employer agreement in place and
  - Ensure that 100% of the incentive payment is passed on to the Host Employer of the apprentice.

ONGOING ELIGIBILITY

is dependent on continued employment and compliance with these Guidelines.

7.3.3 Payment schedule and rates

A total payment of $7,000 is available under this initiative.

- Payments are made in eight (8) payments of $875, paid quarterly over the first two (2) years of the apprenticeship.
- Payments are made in arrears, subject to the apprentice remaining eligible at each quarterly milestone.
- Payments cease if the apprentice is no longer eligible

7.3.4 Claiming and Evidence Requirements

Claims may only be submitted after the completion of each eligible claim milestone.

At a minimum, evidence will include a payslip covering the end date of the claim period.

WHERE THE EMPLOYER IS A GTO, CITB MAY ALSO REQUEST EVIDENCE

that incentive payments have been passed through to the host employer (e.g. remittance advice, invoice offset, or payment record).

Evidence requirements for demonstrating pass-through are outlined in Section 6.1.1

7.4 GTO Apprenticeship Training Support Administration Incentive

7.4.1 Overview

This incentive recognises the administrative and coordination functions performed by GTOs in managing apprentices within the South Australian building and construction industry.

It is provided in addition to the GTO Apprenticeship Training Support incentive to support activities such as:

- Apprentice administration and record management;
- Coordination of host employer arrangements;
- Compliance and reporting requirements; and
- Ongoing engagement with apprentices and employers.

7.4.2 Eligibility requirements

In addition to the eligibility requirements for GTOs:

- The GTO must be eligible for and receiving the GTO Apprenticeship Training Support incentive for the same apprentice as outlined in Section 7.4 of this Guideline.

7.4.3 Payment schedule and rates

This incentive is only payable to GTOs.

A total payment of $700 is available under this incentive.

- Payment is made in eight (8) payments of $87.50, paid quarterly over the first two (2) years of the apprenticeship.
- Payments are made in arrears, aligned to the same milestones as the GTO Apprenticeship Training Support incentive.
- Payments are subject to the apprentice remaining employed at each claim point.
- Payments cease if the apprentice is no longer eligible or the primary incentive eligibility ceases.

7.4.4 Claiming and Evidence requirements

Claims must be submitted in alignment with the corresponding claim for the GTO Apprenticeship Training Support incentive.

No additional evidence is required beyond that provided for the GTO Apprenticeship Training Support initiative.

7.4.5 Variations process

Variations specific to this incentive are not permitted.

No standalone pro-rata calculation is applied to this initiative.

7.4.6 Auditing and compliance requirements

Where non-compliance relates to the underlying Diversity Incentive, CITB may also recover payments associated with both the Diversity Incentive and this initiative.

7.5 Adult Apprentice Incentive

7.5.1 Overview

The Adult Apprentice Incentive supports employers and CITB endorsed GTOs to attract and retain apprentices who commence their apprenticeship aged 21 years and over.

The incentive aims to increase participation in adult apprenticeships by assisting employers to commence and sustain employment of adult apprentices.

7.5.2 Eligibility requirements

In addition to the eligibility requirements for Employers and GTOs:

- The apprentice must be aged 21 years or over at the date of apprenticeship commencement
- The apprentice must remain employed for a minimum of three (3) months before the first claim can be submitted.
- Ongoing eligibility is dependent on continued employment in the same Training Contract.

7.5.3 Payment and schedule rates

Total funding available for this incentive is $12,000 per eligible apprentice.

- Payment is made in eight (8) payments of $1,500, paid quarterly over the first two (2) years of the apprenticeship.
- Payments are made in arrears, aligned to the same milestones as the Apprenticeship Training Subsidy.
- Payments are subject to the apprentice remaining employed at each claim point.
- Payments cease if the apprentice is no longer eligible.

7.5.4 Claiming and Evidence requirements

At a minimum, evidence will include a payslip covering the end date of the claim period. This will demonstrate the apprentice's continued employment.

WHERE THE EMPLOYER IS A GTO, CITB MAY ALSO REQUEST EVIDENCE

that incentive payments have been passed through to the host employer (e.g. remittance advice, invoice offset, or payment record).

7.5.5 Variations process

Variations are not permitted for this incentive.

7.6 Diversity Incentive

7.6.1 Overview

The Diversity Incentive provides targeted financial support to encourage the employment and retention of apprentices from under-represented groups within the construction industry.

The incentive supports workforce diversity and inclusion by assisting employers and CITB endorsed GTOs to attract and sustain apprentices who contribute to a broader and more representative workforce.

7.6.2 Eligibility requirements

In addition to the eligibility requirements for Employers and GTOs:

- The apprentice must self-identify on their Training Contract as belonging to one of the following under-represented groups:
  - First Nations or
  - Female.

Diversity eligibility

Eligibility under the Diversity Incentive is determined using the Training Contract.

CITB DOES NOT REQUIRE EMPLOYERS TO SUBMIT

personal, medical, or cultural documentation to verify diversity status. Diversity eligibility is administered and verified through Traineeship and Apprenticeship Services reporting arrangements.

7.6.3 Payment schedule and rates

The Diversity Incentive is payable at a fixed single payment amount of $3,000 per eligible apprentice. Payment follows completion of twelve (12) months of employment and are subject to all eligibility and compliance requirements being met.

7.6.4 Claiming and Evidence requirements

At a minimum, evidence will include a payslip covering the end date of the claim period. This will demonstrate the apprentice's continued employment.

CITB may also request evidence that incentive payments paid to a GTO have been passed through to the host employer (e.g. remittance advice, invoice offset, or payment record).

Evidence requirements for demonstrating pass-through are outlined in Section 6.1.1.

7.6.5 Variations process

Variations are managed in accordance with Section 5.3 of this Guideline.

The Diversity Incentive is not transferable and is payable only once per eligible apprentice.

7.7 GTO Diversity Administration Incentive

7.7.1 Overview

This incentive recognises the administrative and coordination effort undertaken by GTOs in administering the CITB Diversity Incentive.

It applies where the GTO:

- Receives the Diversity Incentive as the legal employer and
- Passes 100% of the $3,000 Diversity Incentive through to the Host Employer.

This incentive is a fixed administrative payment acknowledging the additional work required to manage eligibility, claims and payment distribution.

CITB DOES NOT REQUIRE EMPLOYERS TO SUBMIT

personal, medical, or cultural documentation to verify diversity status. Diversity eligibility is administered and verified through Traineeship and Apprenticeship Services reporting arrangements.

7.7.2 Eligibility requirements

In addition to the eligibility requirements for GTOs:

- The GTO must be eligible for and receive the Diversity Incentive payment as outlined in Section 7.8 of this Guideline; and
- The GTO must demonstrate that 100% of the Diversity Incentive payment has been passed through to the Host Employer.

7.7.3 Payment schedule and rates

This incentive is only payable to GTOs.

A total payment of $300 is available under this incentive.

- Payment is made as a single payment at the 12-month milestone of the apprenticeship.
- Payment is made in arrears, subject to eligibility requirements being met, including confirmation of full pass-through of the Diversity Incentive.
- Only one payment is available per eligible apprentice.

7.7.4 Claiming and Evidence requirements

Claims may only be submitted after the apprentice has reached the 12-month milestone.

No additional evidence is required beyond that provided for the CITB Diversity Incentive.

7.7.5 Variations process

Variations to this incentive are not permitted.

7.7.6 Auditing and compliance requirements

Where non-compliance relates to the underlying Diversity Incentive, CITB may also recover payments associated with both the Diversity Incentive and this incentive.

7.8 School Based Apprenticeship Commencement Incentive

7.8.1 Overview

This incentive is designed to support employers and CITB Endorsed GTOs who engage school-based apprentices and facilitate their transition into ongoing employment within the South Australia building and construction industry.

The incentive recognises the importance of enabling apprentices to complete their South Australian Certificate of Education (SACE) while commencing a structured training pathway that leads to continued employment as an apprentice.

7.8.2 Eligibility requirements

In addition to the eligibility requirements for Employers and GTOs:

- The apprentice must be employed in a school-based apprenticeship arrangement
- The apprentice must have commenced and remained employed for a minimum period of three (3) months from commencement.
- If employed by a GTO, the apprentice must be placed with an eligible host employer.

7.8.3 Payment schedule and rates

A single payment of $1,500 is made to the legal employer following successful completion of the eligibility requirements.

Only one payment is available per eligible apprentice under this incentive.

7.8.4 Claiming and Evidence requirements

Claims may only be submitted after the apprentice has completed the three (3) month employment period.

At a minimum, evidence will include a payslip covering the end date of the claim period. This will demonstrate the apprentice's continued employment.

CITB may also request evidence that incentive payments paid to a GTO have been passed through to the host employer (e.g. remittance advice, invoice offset, or payment record).

Evidence requirements for demonstrating pass-through are outlined in Section 6.1.1.

7.8.5 Variation Requirements

Variations are managed in accordance with Section 5.3.

7.9 GTO School Based Apprenticeship Commencement Administration Incentive

7.9.1 Overview

This incentive recognises the administrative and coordination effort undertaken by GTOs in administering the School Based Apprenticeship Commencement incentive.

It applies where the GTO:

- Receives the commencement incentive as the legal employer and
- Passes 100% of the School Based Apprenticeship Commencement incentive through to the Host Employer.

This incentive is a fixed administrative payment acknowledging the additional work required to manage school-based apprentice engagement, eligibility and payment distribution.

7.9.2 Eligibility requirements

In addition to the eligibility requirements for GTOs:

- The GTO must be eligible for and receive the School Based Apprenticeship Commencement Incentive as outlined in Section 7.10 of this Guideline; and
- The GTO must demonstrate that 100% of the commencement incentive has been passed through to the Host Employer

7.9.3 Payment schedule and rates

This incentive is only payable to GTOs.

A total payment of $150 is available under this incentive.

- Payment is made as a single payment following completion of the three (3) month milestone, aligned with the School Based Apprenticeship Commencement incentive.
- Payment is made in arrears, subject to confirmation of eligibility and full pass on of the base incentive.
- Only one payment is available per eligible apprentice.

7.9.4 Claiming requirements

In addition:

- Claims may only be submitted after the three (3) month milestone has been reached
- Claims must be submitted in alignment with the corresponding claim for the School-Based Apprenticeship Commencement Incentive

No additional evidence is required beyond that provided for the School-Based Apprenticeship Commencement Incentive.

7.9.5 Variations process

Variations to this incentive are not permitted.

7.9.6 Auditing and compliance requirements

Where non-compliance relates to the underlying School-Based Apprenticeship Commencement Incentive, CITB may also recover payments associated with both the base incentive and this incentive.

7.10 Critical Construction Incentive

7.10.1 Overview

This incentive supports employers and CITB endorsed GTOs who take on apprentices in critical construction occupations not currently listed on the Australian Apprenticeships Priority List, and therefore not eligible for Commonwealth incentives.

The incentive aims to:

- Address workforce shortages in key construction trades and
- Encourage employer investment in apprenticeships that are essential to the South Australian building and construction industry.

7.10.2 Eligibility requirements

In addition to the eligibility requirements for Employers and GTOs:

THE APPRENTICE MUST BE UNDERTAKING ONE OF THE FOLLOWING QUALIFICATIONS:

- Certificate III in Civil Construction
- Certificate III in Civil Construction Plant Operations
- Certificate III in Concreting
- Certificate III in Demolition
- Certificate III in Scaffolding
- Certificate III in Steelfixing

- The qualification must align with CITB defined critical construction occupations.
- The apprentice must remain employed and progressing in the apprenticeship at each payment milestone.
- If employed by a GTO, the apprentice must be placed with an eligible host employer.

7.10.3 Payment schedule and rates

The incentive provides a total of $2,400, paid in instalments every six months in arrears over the first two (2) years of the apprenticeship. Payments are subject to eligibility at each milestone and will cease if the apprentice is no longer eligible.

Milestone	Timing	Amount
Payment 1	3 months	$300
Payment 2	6 months	$300
Payment 3	9 months	$300
Payment 4	12 months	$300
Payment 5	15 months	$300
Payment 6	18 months	$300
Payment 7	21 months	$300
Payment 8	24 months	$300

IF THE INCENTIVE IS CLAIMED BY A GTO

it must be 100% passed on in full to the Host Employer.

7.10.4 Claiming and Evidence requirements

Claims may only be submitted after the apprentice has completed each six (6) month milestone.

Evidence will include a payslip covering the end date of the claim period.

CITB may also request evidence that incentive payments paid to a GTO have been passed through to the host employer (e.g. remittance advice, invoice offset, or payment record).

Evidence requirements for demonstrating pass-through are outlined in Section 6.1.1.

7.10.5 Variation process

Variations are managed in accordance with Section 5.3.

7.11 School Based Apprenticeship Completion Incentive

7.11.1 Overview

This incentive supports employers and CITB endorsed GTOs who enable school-based apprentices to:

- Successfully complete their SACE; and
- Transition into an ongoing full time or part-time apprenticeship in the South Australian building and construction industry.

The incentive recognises the importance of sustained employer commitment to apprentice progression beyond school-based arrangements.

7.11.2 Eligibility requirements

In addition to the eligibility requirements for Employers and GTOs:

- The apprentice must:
  - Have completed their SACE; and
  - Have transitioned from school-based apprenticeship to a full time or part time apprenticeship under a valid Training Contract
- The apprentice must be employed at the time of transition.

7.11.3 Payment schedule and rates

A total payment of $2,500 is available under this incentive.

Payment is made as a single payment once all eligibility criteria have been met, including:

- Completion of SACE; and
- Confirmed transition to a full time or part time apprenticeship.

Only one payment is available per eligible apprentice.

7.11.4 Claiming and Evidence requirements

CLAIMS MAY ONLY BE SUBMITTED AFTER:

- Completion of SACE; and
- Confirmation of transition to a full time or part time apprenticeship

Evidence must demonstrate that the apprentice has completed SACE, transitioned to a full-time or part-time apprenticeship, and is actively employed at the time of transition.

CITB may also request evidence that incentive payments paid to a GTO have been passed through to the host employer (e.g. remittance advice, invoice offset, or payment record).

Evidence requirements for demonstrating pass-through are outlined in Section 6.1.1.

7.11.5 Variations process

Variations are managed in accordance with Section 5.3 of this Guideline.

7.12 GTO School Based Apprenticeship Completion Administration Incentive

7.12.1 Overview

This incentive recognises the administrative and coordination effort undertaken by GTOs in supporting school-based apprentices through to:

- Completion of their SACE; and
- Transition into a full time or part-time apprenticeship.

It is provided in addition to the School Based Apprenticeship Completion incentive and acknowledges the GTOs role in managing employer arrangements, compliance and apprentice progression.

7.12.2 Eligibility requirements

In addition to the eligibility requirements for GTOs:

- The GTO and apprentice must be eligible for and have received the School Based Apprenticeship Completion incentive as outlined in Section 7.13 of this Guideline; and
- The GTO must demonstrate that 100% of the commencement incentive has been passed through to the Host Employer

7.12.3 Payment schedule and rates

This incentive is only payable to GTOs.

A total payment of $250 is available under this incentive.

Payment is made as a single payment once all eligibility criteria have been met, including:

- Completion of SACE; and
- Confirmed transition to a full time or part time apprenticeship.
- Payment is made in arrears, aligned with the School Based Apprenticeship Completion incentive.
- Only one payment is available per eligible apprentice.

7.12.4 Claiming requirements

In addition:

- Claims may only be submitted after eligibility requirements have been met;
- Claims must be submitted in alignment with the corresponding claim for the School-Based Apprenticeship Completion Incentive.

No additional evidence is required at the time of claim beyond that provided for the School-Based Apprenticeship Completion Incentive.

7.12.5 Variations process

Variations to this incentive are not permitted.

7.12.6 Auditing and compliance requirements

Where non-compliance relates to the underlying Apprenticeship Completion Incentive, CITB may also recover payments associated with both the base incentive and this incentive.

7.13 Apprenticeship Completion Incentive

7.13.1 Overview

This incentive recognises and rewards employers and CITB endorsed GTOs who support apprentices to successfully complete their Training Contract in the building and construction industry.

It is intended to encourage high completion rates and sustained employment through to the end of the apprenticeship.

7.13.2 Eligibility requirements

In addition to the eligibility requirements for Employers and GTOs:

- The apprentice must have successfully completed their Training Contract and
- The apprentice must have been employed at the time of completion.

7.13.3 Payment schedule and rates

A single payment of $1,000 is made at the completion of the apprenticeship subject to eligibility.

7.13.4 Claiming and Evidence Requirements

Claims may only be submitted after the apprentice has completed their Training Contract.

Evidence must demonstrate that the apprenticeship has been successfully completed and that the apprentice was employed at the time of completion.

CITB may also request evidence that incentive payments paid to a GTO have been passed through to the host employer (e.g. remittance advice, invoice offset, or payment record).

Evidence requirements for demonstrating pass-through are outlined in Section 6.1.1.

7.13.5 Variations process

Variations are managed in accordance with Section 5.3 of this Guideline.

7.14 GTO Completion Administration Incentive

7.14.1 Overview

This incentive recognises the administrative and coordination effort undertaken by GTOs in supporting apprentices through to successful completion of their Training Contract.

It is provided in addition to the Apprenticeship Completion Incentive and acknowledges the GTOs role in managing employment, compliance and coordination with Host Employers throughout the apprenticeship lifecycle.

7.14.2 Eligibility requirements

In addition to the eligibility requirements for GTOs:

- The GTO must be eligible for and have received the Apprenticeship Completion Incentive as outlined in Section 7.15 of this Guideline; and
- The GTO must demonstrate that 100% of the commencement incentive has been passed through to the Host Employer.

7.14.3 Payment schedule and rates

This incentive is only payable to GTOs.

A total payment of $100 is available under this incentive.

- Payment is made as a single payment upon verified completion of the Training Contract.

- Payment is made in arrears, aligned with the Apprenticeship Completion Incentive.
- Only one payment is available per eligible apprentice.

7.14.4 Claiming and Evidence requirements

In addition, claims must be submitted in alignment with the corresponding claim for the Apprenticeship Completion Incentive.

No additional evidence is required at the time of claim beyond that provided for the Apprentice Completion Incentive.

7.14.5 Variations process

Variations to this incentive are not permitted.

7.14.6 Auditing and compliance requirements

Where non-compliance relates to the underlying Apprenticeship Completion Incentive, CITB may also recover payments associated with both the base incentive and this incentive.

7.15 Work Equipment Voucher

7.15.1 Overview

This incentive supports apprentices to purchase essential tools and equipment required for their trade. It is designed to:

- Reduce financial barriers to entering and progressing in an apprenticeship and
- Ensure apprentices are appropriately equipped to participate in both on job and off job training.

THE INCENTIVE IS PROVIDED AS EITHER:

- A voucher (gift card) to a supplier of the apprentices choosing or
- A direct payment to a Group Training Organisation (GTO) to offset the apprentice's tool kit debt (where applicable).

7.15.2 Eligibility requirements

In addition to the eligibility requirements in Section 5 of this Guideline the apprentice must be within the first twelve (12) months of their apprenticeship and a non-recommencement.

7.15.3 Payment schedule and rates

A total payment of $500 is available under this incentive. Payment is made as a single payment following completion of the probation period.

The apprentice may elect to receive the payment as:

- A voucher (gift card) to an approved supplier or
- A payment to their GTO (if applicable) to reduce an outstanding tool kit debt.

The apprentice must nominate their preferred payment method at the time of claim. The choice of payment method rests solely with the apprentice. A GTO must not require, direct, or unduly influence an apprentice to elect payment to the GTO.

Only one payment is available per eligible apprentice.

7.15.4 Claiming and Evidence requirements

Claims may only be submitted after the apprentice has completed their probation period

At a minimum, evidence provided will include a Training Contract Approval Letter from the South Australian Skills Commission confirming the approved status of the apprenticeship

Where payment is made to a GTO:

- The GTO must demonstrate that funds have been applied in full to reduce the apprentice's tool-related debt; and
- No portion of the payment may be retained for administrative or other purposes

7.15.5 Variations process

Variations to this incentive are not permitted.

7.16 Short Course Regional Training Incentive

7.16.1 Overview

This incentive supports Endorsed Training Providers (ETPs) to deliver short course training in regional and remote areas of South Australia.

It recognises the additional cost of trainer travel and expenses and aims to improve access to training for construction workers located outside metropolitan areas.

7.16.2 Eligibility requirements

To be eligible for this incentive:

- The Training Provider must be a CITB Endorsed Training Provider (ETP);
- The training must:
  - Be an approved short course that is on scope for the ETP;
  - Be delivered to CITB eligible individuals;
- The trainer must travel more than 50 kilometres (one way) from their normal place of work or training delivery;
- The delivery must occur in a regional or remote location within South Australia; and
- The training must:
  - Have been successfully delivered and completed by all participants and
  - Meet all CITB quality and reporting requirements as per endorsed short course.

7.16.3 Payment schedule and rates

Funding is based on distance travelled and number of eligible participants, subject to a maximum payment per course.

Travel Allowance

Payment is calculated using the following bands:

Group	Per Eligible Participant	Maximum Per Course
Group A - 50 – 100 km	$14.06	$112.50
Group B - 101 – 300 km	$39.38	$315.00
Group C - 301 – 400 km	$57.18	$457.50
Group D - More than 401 km	$82.50	$660.00

Where fewer than eight (8) CITB eligible individuals attend, payment will be made on pro-rata basis, per CITB eligible individual.

Accommodation Allowance

Accommodation support is available at:

- $150 per night per trainer and is not pro-rated according to the number of CITB eligible individuals.

This applies:

- For all delivery in distance bands 101 km and above
- For 50 – 100 km only where training occurs over two or more consecutive days.
- Nightly accommodation support can be claimed for one (1) additional night, either before commencement or after completion of the training event.

Payments will be calculated strictly in accordance with:

- Distance travelled
- Number of CITB eligible participants; and
- Applicable funding caps.

7.16.4 Claiming requirements

Additional requirements specific to this program are outlined below:

- Claims must be submitted using the CITB Short Course Regional Training Incentive Claim Form Appendices (or via FundHub when available).
- Claims may only be submitted after delivery and successful completion of participants.
- Claims must reflect actual participation and align with eligibility requirements at the time of claim.

The claim form must be completed in full and include all required supporting documentation.

Claims must include:

- Course details (short course name, date/s, delivery location);
- Number of CITB eligible participants;
- Trainer details and travel distance (including locations); and
- Accommodation details (if applicable).

7.16.5 Evidence requirements

Training Providers must provide:

- Attendance records confirming participant numbers;
- Evidence of course delivery;
- Travel details (distance calculation or location evidence); and
- Accommodation invoices (if claiming accommodation).

7.16.6 Variations process

Variations are not permitted.

7.16.7 Auditing and compliance requirements

CITB may:

- Verify travel distances and locations;
- Confirm CITB eligible participant numbers; and/or
- Review accommodation claims.

Providers must retain all supporting records and ensure accuracy of all claims.

7.17 Apprentice Regional Training Support Incentive

7.17.1 Overview

This incentive supports the delivery of apprenticeship training in regional and remote areas of South Australia.

It provides contribution toward trainer travel, accommodation and delivery costs, improving access for apprentices who are required to attend training outside metropolitan locations.

7.17.2 Eligibility requirements

To be eligible:

- The provider must be a CITB Endorsed Training Provider (ETP)
- The training must:
  - Align with the CITB Endorsed Qualifications List
  - Be delivered to CITB eligible apprentices
- The trainer must travel:
  - More than 50 kilometres (one way) from the ETPs registered address; and
- The training must be successfully delivered.

7.17.3 Payment schedule and rates

Funding is calculated per CITB eligible apprentice, based on:

- Distance travelled by the trainer and
- The type of delivery.

Delivery Types

Payment is made under one of the following categories:

- Site Visit Only
  - Where training is delivered at a workplace or existing venue without additional room hire.
- Training Room Hire
  - Where a dedicated training venue is hired for delivery.

Travel and Delivery Allowances

The following rates apply per eligible apprentice:

Group	Site Visit Only	Training Room
Group A - 50 – 100 km	$15.00	$17.25
Group B - 101 – 300 km	$30.00	$34.50
Group C - 301 – 400 km	$50.00	$57.50
Group D - 401 – 600 km	$70.00	$80.50
Group E - More than 601 km	$90.00	$100.50

Payments are made in arrears, based on confirmed attendance and delivery.

Payment is calculated by multiplying the number of CITB eligible apprentices by the relevant rate.

7.17.4 Claiming requirements

Additional requirements specific to this program are outlined below:

- Claims must be submitted using the CITB Apprentice Regional Training Support Claim Form Appendices (or via FundHub when available).
- Claims may only be submitted after delivery has occurred.
- Claims must reflect actual employment and participation and align with eligibility requirements at the time of claim.

Claims must include:

- Training details (course, date, location);
- Number of CITB eligible apprentices;
- Delivery type (site visit or training room); and
- Trainer travel distance.

7.17.5 Evidence requirements

Training Providers must provide:

- Attendance records confirming attendance participation;
- Evidence of training delivery; and
- Travel details or location evidence.

Where claiming training room rates:

- Invoices or receipts for room hire must be provided.

7.17.6 Variations process

Variations are not permitted.

7.17.7 Auditing and compliance requirements

CITB may:

- Verify apprentice attendance;
- Confirm delivery location and distance travelled; and/or
- Review claims for training room hire.

Training Providers must retain all supporting documentation and ensure all claims are accurate.

7.18 Short Course Subsidy - Construction Workers and Apprentices

7.18.1 Overview

This subsidy supports construction workers and apprentices to undertake short course training that:

- Addresses workforce needs
- Supports career progression and upskilling; and
- Enables industry to respond to regulatory, safety and technological changes.

7.18.2 Eligibility requirements

In addition to the eligibility requirements in Section 5 of this Guideline:

- The participant must have an approved CITB Number at the time of training.
- The training must be an approved CITB short course delivered by a CITB Endorsed Training Provider (ETP).

7.18.3 Payment schedule and rates

The subsidy applies across all approved short courses undertaken by the individual. The subsidy is cumulative and reduces as courses are completed and claimed.

Payments are made directly to the ETP delivering the training and not to the individual.

FUNDING IS AVAILABLE

up to a maximum of $3,000 per eligible individual per calendar year.

Once the annual cap is reached, no further subsidies will be paid for that individual within the calendar year.

7.18.4 Claiming and Evidence requirements

Individuals do not submit claims directly.

ETPs must provide:

- Attendance records;
- Evidence of course completion; and
- Participant details linked to a valid CITB Number; and

Claims must:

- Relate to training that has been delivered
- Include the participants CITB number
- Align with approved course delivery and participation.

7.18.5 Variations process

Variations are not permitted.

7.18.6 Auditing and compliance requirements

CITB may:

- Verify participant eligibility
- Confirm course attendance and completion; and/or
- Monitor cumulative funding received by an individual.

Endorsed Training Providers (ETPs) must:

- Ensure all claims are accurate, complete, and supported by evidence;
- Ensure funding is only claimed for eligible training;
- Retain records in accordance with Section 11.1 of this Guideline;
- Provide records and supporting information to CITB upon request; and
- Cooperate with audit, verification, and compliance activities.

7.19 GTO Pro-Rata Arrangements

The CITB may approve pro-rata incentive payments for apprentices employed by GTOs, in accordance with Board-approved arrangements.

Pro-rata payments apply only to incentives that explicitly permit pro-rata adjustment and only where the apprentice is employed by a GTO.

Pro-rata payments may be approved where the apprentice has successfully completed their probation period and employment ceases prior to completion of the relevant payment or milestone period.

For the purpose of these Guidelines, the probation period is the first three (3) months of an apprenticeship.

Where approved, pro-rata payments are calculated on a day-basis, counting only days of current employment within the applicable payment or milestone period. The following conditions apply:

- Only days of current employment are counted
- Days prior to completion of the probation period (for terminations) are excluded
- Days of suspension are excluded; and
- Where an apprentice is suspended and subsequently terminates, the effective termination date is the commencement date of suspension.

Claims for a pro-rata payment must be supported by appropriate employment and apprenticeship documentation. CITB may request evidence including, but not limited to:

- Contract of Training Approval;
- Termination documentation;
- Recommencement approvals;
- Records demonstrating employment dates and suspension periods.

SECTION 8

EDUCATION PATHWAYS INITIATIVES 2026 – 2028

EDUCATION PATHWAYS INITIATIVES 2026 – 2028

8.1 doorways2construction (School Based Initiatives)

8.1.1 Overview

doorways2construction early construction engagement initiatives support students in Years 6 – 10 to explore careers in the building and construction industry and engage with education pathways.

These initiatives are designed to:

- Build early awareness of construction career pathways
- Develop foundational knowledge and practical skills
- Support transition into further pathways, including doorways2construction Flexible Industry Pathways (FIP); and
- Increase participation across the education pipeline.

Delivery is structured through a combination of CITB funded program partnerships and school-based initiatives.

8.1.2 Program Streams

Early Construction Engagement Initiatives are delivered through two primary streams:

a) Program-Based Delivery (Years 6 – 9)

Programs for Years 6 – 9 are delivered through CITB approved providers under formal agreement arrangements. Schools participate through an Expression of Interest (EOI) annually and selection process is managed by CITB.

b) School-Applied Initiatives (Year 10)

Exploring Construction supports Year 10 programs that provide early exposure to careers in the building and construction industry through practical, curriculum-based learning. These programs strengthen connections between schools and industry, build teacher capability and help students make informed decisions about transitioning into doorways2construction Flexible Industry Programs (FIPs) in Year 11.

Participation requires school application annually and CITB approval. Student-level information may be collected to support verification of participation and alignment with funded activities.

8.1.3 Eligibility requirements

To be eligible:

- Students must be enrolled in primary or secondary school (Years 6 – 10);
- Delivery must occur through approved program arrangements or CITB approved school initiatives; and
- Activities must support exposure to building and construction work and align with pathway outcomes

APPLICATION FOR SCHOOL-APPLIED INITIATIVES FOR YEAR 10 STUDENTS

must include the following:

- At minimum, exposure to three different construction trades
- At least one semester in length
- Include construction work experience or industry immersion.

8.1.4 Funding and Support

Funding under these initiatives is applied differently depending on the program stream:

- For program-based delivery, funding is provided directly to the contracted provider and supports program delivery, resources and teacher engagement.
- For school-applied initiatives, funding or resources may be provided by CITB to support student participation, including items such as PPE and White Card Training, CITB Professional development training days for design and technology teachers delivering these programs.
- Number of schools approved based on budget and program eligibility

Funding is not typically provided on a per-student claim basis.

8.1.5 Evidence Requirements

CITB may require evidence to support participation and program integrity. This may include:

- Participating schools and student cohorts;
- Evidence of completion; and/or
- Student details (where required for verification of funded items such as White Cards or PPE)

8.1.6 Variations process

Variations to approved programs or initiatives must be agreed with CITB in advance and managed in accordance with relevant program agreements or approval conditions.

8.1.7 Auditing and compliance requirements

CITB may monitor and review:

- Program delivery against agreed outcomes;
- Participation levels and engagement;
- Distribution and use of funded resources; and/or
- Alignment with Education Pathways objectives.

8.2 Flexible Industry Program (D2C FIP)

8.2.1 Overview

The doorways2construction Flexible Industry Program (D2C FIP) provides secondary students with an entry-level pathway into the construction industry through school-based vocational education and training.

FIPs are designed to provide early exposure and foundational skills, enabling students to make informed decisions about pursuing a construction career.

FIPs supported through D2C include:

- Building and Construction;
- Plumbing;
- Electrotechnology;
- Civil Construction (Resources and Infrastructure).

The pathway supports students to:

- Develop foundational skills aligned to construction trades;
- Complete a Certificate II qualification;
- Gain exposure to industry environments and expectations;
- Progress to:
  - Advanced Skills Programs (Year 12);
  - School-Based Apprenticeships.

FIPs are a core entry point within the d2c pipeline, supporting transition into more advanced training and employment pathways.

8.2.2 Position within doorways2construction

The Flexible Industry Pathway is not a standalone funded program, but a pathway through which multiple D2C supports are accessed.

Participation in a FIP enables students to access:

- Targeted training subsidies;
- PPE resources;
- Career Driven;
- Industry exposure opportunities.

8.2.3 Eligibility requirements

To be eligible:

- Students must:
  - Be enrolled in Year 11;
  - Be participating in an approved Flexible Industry Program (refer Appendix 3.2); and
  - Hold a valid CITB number
- Programs must:
  - Be delivered by a CITB Endorsed Training Provider (ETP);
  - Align with approved construction training packages; and
  - Fall within recognised D2C FIP pathways.

Note: Programs outside of construction pathways are not eligible for D2C support.

8.2.4 Available Supports

Students participating in a FIP may access a range of D2C supports, depending on eligibility.

A. Training Subsidies

- FIP students (typically Year 11) may access:
  - White Card training subsidy (where required for program participation)

Additional short course subsidies are available upon commencement of an apprenticeship or gaining work as a Construction Worker.

B. Personal Protective Equipment (PPE)

PPE packs are provided to eligible students upon registration in a FIP.

PPE supports safe participation and acts as an engagement incentive.

C. Career Driven Incentive

Please refer to Section 8.5.

D. Industry Immersion

Please refer to Section 8.3.

E. Progression Pathways

Participation in a FIP provides access to:

- Advanced Skills Clusters (Year 12 trade preparation);
- School-Based Apprenticeships.

FIPs are a critical transition point, supporting movement from exposure to commitment and career entry.

8.2.5 Payment and Funding Approach

FIPs DO NOT OPERATE

as a single funded program or payment model

All payments are managed under the relevant funding stream guidelines.

8.2.6 Evidence Requirements

Evidence requirements are managed under the relevant funding stream guidelines.

8.2.7 Variations process

All variations are managed through the relevant funding streams accessed under this pathway.

8.2.8 Auditing and compliance requirements

All auditing and compliance requirements are managed under the relevant funding stream guidelines.

8.3 Industry Immersion Program

8.3.1 Overview

Industry Immersion Programs provide school students with hands-on exposure to the building and construction industry through structured, practical experiences. As an early engagement initiative within the doorways2construction (D2C) pipeline, the program helps students understand industry expectations and explore career pathways.

By connecting students with real-world environments, industry professionals and trade activities, the program supports informed pathway decisions and readiness for progression into Flexible Industry Programs (FIPs), Advanced Skills Clusters (ASCs) and School Based Apprenticeships (SBAs), while strengthening collaboration between schools, training providers and industry.

8.3.2 Position within doorways2construction

Industry Immersion Programs are a funded initiative under the D2C framework. They are typically delivered alongside, or in support of, existing student pathways and are considered a key engagement and transition mechanism, particularly for students in Year 10-11. Participation in Industry Immersion supports progression into further D2C opportunities by building confidence, awareness and interest in construction careers.

8.3.3 Eligibility Requirements

Industry Immersion funding is available to organisations formally recognised within the CITB system. Programs must be delivered by a CITB Endorsed Training Provider or Endorsed Group Training Organisation (GTO), ensuring alignment with CITB guidelines.

Programs must be delivered to school students (typically Years 7–12) and include structured, hands-on learning activities combined with meaningful industry engagement. This includes direct interaction with industry through activities such as site visits, guest speakers, employer engagement, or exposure to workplace environments.

All programs require prior approval from CITB and must align with the objectives of the Industry Immersion initiative—supporting student awareness of construction career pathways, preparing students for progression into doorways2construction (D2C) pathways (including FIPs, ASCs and school-based apprenticeships), promoting diversity and inclusion, and strengthening collaboration between schools and industry.

PROGRAMS THAT FALL OUTSIDE THE BUILDING AND CONSTRUCTION SCOPE

or do not demonstrate clear links to D2C pathway progression or transition into school-based apprenticeships and further training, are not eligible for funding.

8.3.4 Funding Approach

Funding for Industry Immersion Programs is based on actual delivery and student participation, with payments made in arrears following verification.

The primary funding model is a training delivery subsidy calculated per student, per hour, with a capped daily rate to ensure consistency across programs. Where programs are delivered in regional locations, additional funding may be provided to support travel and accommodation. There regional subsidies are applied in accordance with defined thresholds and caps and must reflect actual delivery requirements.

8.3.5 Claiming requirements

Following delivery, providers must:

- Submit a claim via:
  - A manual process, transitioning to FundHub;
- Include:
  - Program reference number;
  - Confirmed participant numbers;
  - Delivery dates and hours; and
  - Any regional travel/accommodation claims.

8.3.6 Evidence requirements

Providers must supply:

- Attendance records confirming student participation;
- Evidence of program delivery (outline, schedule); and
- Completed student feedback (as required by CITB).

Where claiming regional subsidy:

- Travel calculations; and/or
- Accommodation invoices.

8.3.7 Variations process

Variations to approved programs are not permitted without prior approval.

8.3.8 Auditing and compliance requirements

Providers must:

- Comply with all approval conditions and funding agreements;
- Acknowledge CITB funding in program materials;
- Issue certificates of participation to students; and
- Facilitate required surveys and feedback processes.

8.4 Advanced Skills Program

8.4.1 Overview

The Advanced Skills Program provides trade-focused training for senior secondary students, building on the foundational skills developed through the Flexible Industry Pathway (FIP). Delivered as Advanced Skills Clusters, these programs form a critical stage within the doorways2construction (D2C) pipeline, supporting students to transition from exploration into pre-apprenticeship level capability and industry readiness.

These programs are designed to align with competencies drawn from Certificate III qualifications. Through this structured training, students gain exposure to the expectations, standards and environments of the construction industry, positioning them for entry into school-based apprenticeships or full-time apprenticeships post school.

8.4.2 Eligibility Requirements

To be eligible:

- Participants must:
  - Be enrolled in Year 12, in an approved doorways2construction program
  - Have completed a relevant Certificate II qualification
  - Hold an approved CITB number; and
  - Participants must not have secured a school based or full apprenticeship at the time of enrolment.
- Programs must:
  - Be delivered as a Department for Education (DfE) approved Advanced Skills Cluster
  - Seek CITB pre-approval agreement; and
  - Be delivered by a CITB Endorsed Training Provider (ETP).

ADVANCED SKILLS PROGRAMS

must comply with all relevant regulatory, licensing and training requirements applicable to the trade area being delivered.

8.4.3 Funding Approach

The Advanced Skills Program is supported through a combination of training delivery funding and student supports, rather than a single consolidated payment model.

Funding is provided to the ETP for delivery of the program, based on the number of eligible students and the approved structure and duration of the training. Payments are made following confirmation of successful completion.

PPE packs may also be provided to support safe participation and are issued once students are registered and confirmed as eligible.

8.4.4 Claiming requirements

Training providers are required to submit claims following delivery, including documentation that confirms student participation and program completion.

8.4.5 Evidence Requirements

Training providers are responsible for maintaining sufficient evidence to demonstrate that both eligibility and delivery requirements have been met. This includes accurate enrolment records, including CITB numbers, as well as attendance records and documentation that reflects the structure and content of the program delivered.

CITB may request further documentation where required to verify eligibility, delivery or funding claims.

8.4.6 Variations

Advanced Skills Programs are expected to be delivered as approved under the agreed program structure. Any variation to delivery, including changes to student numbers or program scope.

Variation to approved programs is not permitted without prior approval.

Funding may be adjusted where:

- Student numbers differ from approved enrolment;
- Delivery does not meet approved program requirements; and/or
- Students are no longer eligible.

8.5 Career Driven Initiative

8.5.1 Overview

This incentive supports individuals entering the building and construction industry to obtain a driver's licence, recognising that transport is essential for employment in construction.

The initiative provides funding for driving lessons, improving employment readiness and access to work opportunities.

8.5.2 Eligibility requirements

To be eligible:

- The individual must be:
  - A doorways2construction (D2C) student; or
  - A school-based apprentice;
- And must:
  - Aold a valid CITB Number;
  - Be participating in an approved CITB-supported program or pathway

8.5.3 Payment schedule and rates

A total payment of up to $600 per eligible student is available under this incentive.

- Funding is provided toward the cost of driving lessons only.
- Funding may be accessed through:
  - Direct payment to an approved provider or
  - Reimbursement to the individual (pay and claim).
- Payments do not cover:
  - Driver's licence testing fees;
  - Final driving assessments; and
  - Non-instructional services.

8.5.4 Claiming requirements

Claims must be submitted in accordance with the Standard Lodgement and Claiming Requirements outlined in Section 6 of this Guideline.

Claims may be submitted through:

- Approved providers (direct invoicing), or
- A manual claim process, transitioning to FundHub where applicable.

Claims must:

- Relate only to driving lessons undertaken after the student is registered with CITB;
- Be submitted within 30 days of the lesson date;
- Include all required supporting documentation; and
- Not exceed the maximum available funding.

8.5.5 Evidence Requirements

Students must provide:

- Invoice or receipt for driving lessons.

CITB may request additional verification where required.

INVOICES MUST INCLUDE:

- Provider name
- Business contact details
- ABN
- Lesson date(s)
- Amount paid.

8.5.6 Variations process

Variations to this incentive are not permitted.

Claims must strictly meet eligibility, timing, and evidence requirements.

8.5.7 Auditing and compliance requirements

CITB may:

- Verify lesson providers and invoices;
- Confirm eligibility status; and/or
- Review claim timing and usage of funds.

Claims that cannot be verified, or do not meet requirements, may be declined or recovered.

8.6 SA Housing Trust Partnership Program

8.6.1 Overview

This program provides real world training experiences for students through partnership delivery in South Australian Housing Trust properties.

The program is designed to:

- Provide practical, site-based learning;
- Collaboration between industry, school and ETP;
- Simulate real construction work environments; and
- Strengthen transition from training into apprenticeships and employment.

8.6.2 Eligibility requirements

To be eligible:

- Participants must:
  - Be enrolled in a Flexible Industry Program connected with the program
- Delivery must:
  - Occur within approved Housing Trust properties or projects; and
  - Be coordinated with relevant stakeholders (schools, providers, government bodies).

8.6.3 Funding Approach

Funding may support:

- Subsidise approved individual engaged in activities directly supporting delivery and implementation of the program
- Supervision and safety requirements

Funding is allocated to a school, based on approved program design, scope, and defined through program or partnership agreements between CITB and the school.

8.6.4 Claiming requirements

Schools are required to submit claims at the halfway point, and the completion of delivery, including documentation that confirms student participation and program completion and outcomes.

8.6.5 Evidence requirements

Schools must supply:

- Acquittal form – program outcomes and details

8.6.6 Variations process

Variations require prior approval and may impact funding.

8.7 Technical Colleges - pathways2construction

8.7.1 Overview

The pathways2construction (P2C) – Technical Colleges Initiative is a key component of CITB's Education Pathways Strategy, supporting the rollout of South Australia's Technical Colleges from 2026.

Technical Colleges represent a new model of senior secondary education that integrates:

- SACE;
- Vocational Education and Training (VET);
- Industry-aligned career pathways.

This initiative supports delivery across:

- Tonsley Technical College;
- The Heights Technical College;
- Limestone Coast Technical College and
- Port Augusta Technical College.

8.7.2 Eligibility requirements

To be eligible:

Students must:

- Be enrolled in a participating DfE Technical College;
- Be undertaking a Building & Construction or Multi-Trades pathway and
- Be working toward SACE completion.

Delivery must:

- Be delivered as a Department for Education (DfE) Technical College Industry Training Program.

8.7.3 Funding Approach

Funding arrangements may vary and are defined through program or partnership agreements between CITB and DfE.

8.7.4 Claiming requirements

Claims must be submitted in accordance with the Claiming Requirements outlined in Section 6 of this Guideline.

Claims are made through:

- Relevant incentive or program structures; and
- Agreed partnership arrangements.

8.7.5 Evidence Requirements

Providers must maintain evidence of:

- Student enrolment and participation
- Delivery of approved training
- Compliance with program requirements.

8.7.6 Variations process

Variations are managed through program arrangements.

8.8 TradeUp2Construction (Pre-Employment)

8.8.1 Overview

TradeUp2Construction supports individuals not currently in school to enter the building and construction industry through structured pre-employment programs.

The program aims to:

- Engage individuals seeking to transition into construction careers
- Support participation from underrepresented groups; and
- Provide pathways into employment or apprenticeships.

8.8.2 Eligibility requirements

To be eligible:

- Participants must:
  - Not be enrolled in secondary school;
  - Demonstrate interest in entering the construction industry;
- Programs must:
  - Be approved by CITB before commencing;
  - Be delivered by CITB Endorsed Training Providers;
  - Align with construction industry entry pathways; and
  - Align with industry and program partners to ensure current workforce needs and employment opportunities

8.8.3 Funding Approach

Funding may support:

- Training delivery;
- Program participation costs; and/or
- Pathway support activities.

Funding is provided through an application and approval process with CITB.

8.8.4 Claiming requirements

Claims must be submitted in accordance with the Claiming Requirements outlined in Section 6 of this Guideline.

8.8.5 Variations process

Variations require prior approval.

SECTION 9

GRANDFATHERED APPRENTICESHIP INCENTIVES

GRANDFATHERED APPRENTICESHIP INITIATIVES

GRANDFATHERED APPRENTICESHIP INCENTIVES

apply to apprentices who commenced their apprenticeship prior to 31 December 2025 and were approved under previous funding arrangements

These incentives are retained to honour existing commitments and provide continuity of support for apprenticeships commenced under earlier program settings.

Grandfathered incentives are determined based on the Training Contract commencement date, not the employer start date.

WHERE AN APPRENTICE CHANGES EMPLOYERS ON OR AFTER 1 JANUARY 2026:

- Grandfathered incentives will continue to apply, provided the original Training Contract commencement date remains prior to 31 December 2025; and
- The apprenticeship remains active and continues to meet the original eligibility and funding conditions

Grandfathered apprenticeship incentives are not available for new commencements on or after 1 January 2026 and apply only for the duration and conditions approved under the original arrangements, subject to the expiry conditions outlined below.

Where differences exist between grandfathered incentives and current initiatives, the conditions of the grandfathered arrangement will prevail.

All grandfathered incentives are submitted and paid via the CITB TALAS system unless otherwise stated.

Expiry and Transition of Grandfathered Arrangements

Grandfathered apprenticeship incentives apply only for the duration of the apprentices Training Contract, with all Grandfathered Incentives ceasing existence by 31 December 2029 (or 31 December 2030 for dual Electrotechnology & Refrigeration and Air-Conditioning Apprenticeships).

Grandfathered incentives will cease at the earliest of the following:

- Completion of the apprenticeship (as confirmed by the South Australian Skills Commission)
- Cancellation, withdrawal or termination of the Training Contract
- The apprentice becoming ineligible under the original funding conditions
- The maximum funding duration or cap being reached (where applicable)

No Extension or Renewal

Grandfathered arrangements cannot be extended, renewed, or reapplied beyond their original approved duration and conditions.

Transition to Current Initiatives

- Apprentices covered by grandfathered arrangements will not transition to new funding initiatives unless specifically stated.
- New incentives introduced after 1 January 2026 do not apply retrospectively.

Interaction with Policy Changes

Where policy settings change, existing grandfathered arrangements will continue under the original approved conditions until expiry, unless otherwise formally varied in accordance with Section 11.8.

9.1 Direct Employer Apprenticeship Training Support On-Job

9.1.1 Overview

Employer Apprenticeship Training Support (ATS) provides funding to employers who engage apprentices in approved CITB qualifications.

This funding supports the costs associated with:

- On-the-job training and supervision;
- Off-the-job (trade school) training;
- Assessment and competency development; and
- Supporting apprentices through to completion.

9.1.2 Eligibility requirements

In addition to the eligibility requirements for Employers and Apprentices:

- The employer must be responsible for payment of trade school tuition fees (except where the apprentice is enrolled in Fee-Free TAFE);
- The apprentice must be employed on a full-time or part-time basis (excluding school-based apprentices); and
- The apprenticeship must be active at the time of claim.

9.1.3 Payment schedule and rates

Funding is provided annually, based on the apprentice's qualification.

- Payments are made on the anniversary of the Training Contract
- Payments continue for the duration of the apprenticeship, subject to ongoing eligibility.

Funding Structure

- Each annual payment includes a tuition contribution, which must be used toward trade school fees.
- Where an apprentice is enrolled in Fee-Free TAFE, the payment is reduced to reflect this.

Qualification	Total maximum Funding	Annual Payment	Includes Tuition Contribution	Payment with FFT
Electrical	$6,200*	$1,550	$300	$1,250
Civil	$11,205	$3,735	$400	$3,335
All Other Eligible Qualifications	$11,200	$2,800	$300	$2,500

Dual Qualifications

*Where an apprentice is undertaking a dual qualification in Electrotechnology and Refrigeration and Air-Conditioning, Funding may be provided for up to 5 years, to a maximum of $7,750.

No other dual qualification apprenticeships are eligible for extended funding.

9.1.4 Claiming and Evidence requirements

Evidence must demonstrate that the apprentice and employer remain eligible at the time of the claim.

FINAL COMPLETION PAYMENT:

- The final payment is subject to confirmation of completion by the South Australian Skills Commission.
- Payment will be released upon receipt of official completion documentation.

CITB may request additional evidence to verify:

- Tuition fee payments (where applicable); and
- Completion of the apprenticeship for final payment.

9.1.5 Variations process

Variations are managed in accordance with Section 5.3 of this Guideline.

This incentive is subject to the Grandfathered Arrangement expiry provisions in Section 9.

9.2 GTO Apprenticeship Training Support On-Job

9.2.1 Overview

This incentive supports CITB-endorsed GTOs to employ apprentices and place them with eligible host employers in the construction industry.

Funding contributes to the costs associated with:

- On-the-job training and supervision;
- Off-the-job (trade school) training and assessment;
- Employment, management, and administration of apprentices.

The funding supports both:

- The GTO as the legal employer; and
- The host employer responsible for workplace training.

9.2.2 Eligibility requirements

In addition to initial eligibility for GTOs, Apprentices and Host Employers:

- The GTO must maintain compliance with CITB requirements
- The apprentice must:
  - Have completed the probation period (minimum three (3) months); and
  - Not be a school-based apprentice
- Funding applies only where the apprenticeship is active and all eligibility conditions are met.

9.2.3 Payment schedule and rates

Funding is paid monthly in arrears for eligible apprentices.

- Payments commence from month four (4);
- Payments continue for the duration of the apprenticeship, subject to eligibility;
- The final completion payment requires successful completion of the Training Contract; and confirmation from the South Australian Skills Commission.

Funding Structure

- Payments are based on the apprentice's qualification type; and
- Funding is subject to an annual limit applied across monthly payments.

Where cumulative payments exceed 12 months:

- CITB may pay up to the annual cap in a single payment; and
- Any remaining balance is paid in subsequent months.

Indicative Monthly Rates

Qualification	Monthly Payment	Maximum Paid in One Payment
Electrical	$104.17	$1,250
Civil	$277.92	$3,335
Other Eligible	$208.33	$2,500

GTO Distribution Requirement

The GTO must:

- Pass on at least 90% of all ATS funding to the host employer. This can be distributed either through reduced charge-out rates or direct payment arrangements; and
- Retain no more than 10% for administration.
- CITB may also request evidence that incentive payments paid to a GTO have been passed through to the host employer (e.g. remittance advice, invoice offset, or payment record).
- Evidence requirements for demonstrating pass-through are outlined in Section 6.

This requirement applies to all payments, including:

- Standard monthly payments;
- Early completion payments; and/or
- Completion payments.

9.2.4 Claiming and Evidence requirements

Failure to submit claims within the applicable period may result in:

- Delayed payment; or
- Forfeiture of the associated GTO Grandfathered 10% initiative (where applicable).

CITB may request evidence to demonstrate:

- Apprentice employment and placement with an eligible host employer;
- Eligibility for the relevant claim period; and/or
- Tuition fee payments (where applicable).

FINAL COMPLETION PAYMENT:

- The final payment is subject to confirmation of completion by the South Australian Skills Commission.
- Payment will be released upon receipt of official completion documentation.

9.2.5 Variations process

GTOs must notify CITB of any changes that affect eligibility.

This incentive is subject to the Grandfathered Arrangement expiry provisions in Section 9.

9.3 School Based Apprentice Training Support – Commencement

9.3.1 Overview

This incentive supports employers and CITB-endorsed GTOs to engage school-based apprentices in the construction industry.

The payment recognises the early-stage costs of employing a school-based apprentice and contributes to:

- Increasing apprenticeship participation; and
- Strengthening pathways from school into the construction workforce.

9.3.2 Eligibility requirements

In addition to initial eligibility for Employers, Apprentices, GTOs, and Host Employers:

- The legal employer must meet all obligations under the Training Contract and Training Plan.
- The apprentice must:
  - Be engaged under an active school-based Training Contract;
  - Be within the first year of the Training Contract (excluding recommencements);
  - Have completed the probation period (minimum three (3) months); and
  - Meet all eligibility criteria at the time of claim.

9.3.3 Payment schedule and rates

A one-off payment of $1,250 per eligible apprentice paid:

- After completion of the probation period and confirmation of an active Training Contract; and
- In arrears, subject to eligibility at the time of claim.

WHERE THE APPRENTICE IS EMPLOYED BY A GTO:

- 100% of the payment must be passed through to the host employer
- No portion of the payment may be retained by the GTO
- CITB may also request evidence that incentive payments paid to a GTO have been passed through to the host employer (e.g. remittance advice, invoice offset, or payment record).
- Evidence requirements for demonstrating pass-through are outlined in Section 6.1.1

9.3.4 Evidence requirements

At a minimum, evidence may include documentation issued by the South Australian Skills Commission confirming Training Contract status.

9.3.5 Variations process

Variations are managed in accordance with Section 5.3 of this Guideline.

Employers and GTOs must notify CITB of any changes that may affect eligibility.

This incentive is subject to the Grandfathered Arrangement expiry provisions in Section 9.

9.3.6 Auditing and compliance requirements

Where the apprentice is employed by a GTO, the GTO must demonstrate that 100% of the payment has been passed through to the host employer.

9.4 School Based Apprentice Training Support – Completion

9.4.1 Overview

This incentive supports the transition of school-based apprentices into ongoing employment within the construction industry.

The payment recognises:

- Successful completion of the (SACE); and
- Progression from a school-based apprenticeship to a full-time or part-time apprenticeship .

9.4.2 Eligibility requirements

In addition to initial eligibility for Employers, Apprentices, GTOs, and Host Employers:

- The employer or GTO must remain compliant with Training Contract obligations.
- The apprentice must:
  - Have completed the requirements under Section 9.3 of this Guideline;
  - Have successfully completed SACE;
  - Have completed the first year of the apprenticeship;
  - Have transitioned from a school-based arrangement to a full-time or part-time apprenticeship; and
  - Have an active Training Contract approved by the South Australian Skills Commission.

9.4.3 Payment schedule and rates

A one-off payment of $1,250 is available under this initiative.

- Payment is made following:
  - SACE completion; and
  - Confirmed transition to an ongoing apprenticeship.
- Payment is made in arrears subject to:
  - Eligibility; and
  - Verification of supporting documentation.

Where the apprentice is employed by a GTO:

- 100% of the payment must be passed through to the host employer; and
- No portion of the payment may be retained by the GTO
- CITB may also request evidence that incentive payments paid to a GTO have been passed through to the host employer (e.g. remittance advice, invoice offset, or payment record)
- Evidence requirements for demonstrating pass-through are outlined in Section 6.

9.4.4 Claiming and Evidence requirements

Evidence must demonstrate that the apprentice:

- Has completed SACE;
- Has transitioned to a full-time or part-time apprenticeship; and
- Was employed at the time of transition.

9.4.5 Variations process

Variations are managed in accordance with Section 5.3 of this Guideline.

Employers and GTOs must notify CITB of any changes that may affect eligibility.

This incentive is subject to the Grandfathered Arrangement expiry provisions in Section 9.

9.4.6 Auditing and compliance requirements

WHERE THE APPRENTICE IS EMPLOYED BY A GTO:

- 100% of the payment must be passed through to the host employer.
- No portion of the payment may be retained by the GTO.

9.5 Aboriginal Workforce Diversity Incentive

9.5.1 Overview

This incentive supports employers and GTOs to employ and retain Aboriginal and/or Torres Strait Islander apprentices in the construction industry.

Funding is designed to:

- Provide additional support throughout the apprenticeship;
- Improve retention and completion outcomes; and
- Increase workforce participation and diversity.

9.5.2 Eligibility requirements

In addition to initial eligibility for Employers, Apprentices, GTOs, and Host Employers:

- The apprentice must identify as Aboriginal and/or Torres Strait Islander; and
- Applications must be submitted within the first twelve (12) months of the Training Contract.

Aboriginal Workforce Diversity eligibility

Eligibility under this incentive is determined using the Training Contract.

CITB does not require employers to submit personal, medical, or cultural documentation to verify diversity status. Aboriginal Workforce Diversity eligibility is administered and verified through TAS reporting arrangements.

9.5.3 Payment schedule and rates

Funding of up to $10,000 per apprentice is available.

- Paid as annual payments of $2,500 for up to four (4) years, subject to apprenticeship duration.
- Payments are made in arrears, aligned to Training Contract anniversaries and ATS eligibility.
- Payments are subject to ongoing employment, continued eligibility, and alignment with Apprenticeship Training Support (ATS) claims.

9.5.4 Claiming and Evidence requirements

An approved application is required before payments are generated.

Evidence must demonstrate eligibility under this incentive, an active Training Contract, and ongoing employment.

GTO CLAIMS:

Where funding is paid to a GTO 100% of funding must be passed through to the host employer, *except* where allowable expenses apply.

GTOs may retain up to $1,500 per year where costs are directly related to supporting the apprentice.

Allowable expenses may include:

- Additional training;
- Tools, equipment, or supplies beyond standard provision;
- Cultural leave support; and/or
- Other approved costs with prior CITB approval.

All retained amounts must:

- Be supported by evidence, and
- Directly relate to apprentice support

CITB may request additional evidence in accordance with Section 6.1 of this Guideline, including to verify appropriate use of retained funds (where applicable).

CITB may also request evidence that incentive payments paid to a GTO have been passed through to the host employer (e.g. remittance advice, invoice offset, or payment record).

Evidence requirements for demonstrating pass-through are outlined in Section 6.

This incentive is subject to the Grandfathered Arrangement expiry provisions in Section 9.

9.5.5 Variations process

Variations are managed in accordance with Section 5.3 of this Guideline.

9.6 Mature Age Supplement

9.6.1 Overview

This incentive supports employers and CITB Endorsed GTOs to employ and retain mature age apprentices (aged 21 years and over).

Funding recognises:

- The higher cost of employing mature age apprentices and
- The additional support often required to achieve successful completion outcomes.

This payment is provided in addition to Apprenticeship Training Support (ATS).

9.6.2 Eligibility requirements

In addition to initial eligibility for Employers, Apprentices, GTOs, and Host Employers:

- The apprentice must:
  - Be aged 21 years or over at commencement of the Training Contract;
  - Be within the first twelve (12) months of a new Training Contract (excluding recommencements); and
- Eligibility must be maintained at each payment milestone.

9.6.3 Payment schedule and rates

Funding of up to $7,500 per eligible apprentice is available.

- Payments are made in:
  - $1,875 payments; and
  - At 6, 12, 18 and 24 months of the Training Contract.
- Payments are limited to the first two years of the apprenticeship.
- Fewer payments apply where the qualification duration is shorter.
- All payments are made in arrears subject to ongoing eligibility at each milestone.

Where funding is paid to a GTO:

- 100% of the MAS payment must be passed to the host employer; and
- No portion of the payment may be retained.

9.6.4 Claiming and Evidence requirements

Evidence must demonstrate:

- Apprentice age eligibility at commencement; and
- Ongoing employment at each milestone

WHERE FUNDING IS PAID TO A GTO:

the GTO must demonstrate that 100% of payments have been passed through to the host employer.

9.6.5 Variations process

Variations are managed in accordance with Section 5.3.

Employers and GTOs must notify CITB of any changes that may affect eligibility.

This incentive is subject to the Grandfathered Arrangement expiry provisions in Section 9.

9.7 GTO Grandfathered 10% Incentive

9.7.1 Overview

This incentive recognises the additional obligations and responsibilities undertaken by CITB GTOs in employing apprentices and managing host employer arrangements.

The incentive is provided as an additional payment within the Apprenticeship Training Support (ATS) framework and is intended to support:

- Compliance and reporting obligations
- Administration of apprentice employment; and
- Management of host employer relationships.

9.7.2 Eligibility requirements

In addition to the eligibility requirements for GTOs:

- The GTO must continue to meet all eligibility requirements outlines in Section 5 of this Guideline.
- The GTO must comply with all ATS funding and claiming conditions (Section 9 of this Guideline).

Where ATS eligibility is not met, the 10% incentive will not be payable.

9.7.3 Payment schedule and rates

The incentive is calculated as:

- 10% of the total approved monthly ATS claim value.
- Payments are:
  - Calculated and paid monthly in arrears; and
  - Paid after approval of the corresponding ATS claims
- The incentive is not paid separately and is directly linked to ATS funding.

9.7.4 Claiming and Evidence requirements

Claims and evidence must be submitted in accordance with the Funding Requirements in Section 6 of this Guideline and the associated ATS claims.

No separate claim is required for this incentive.

To receive the incentive, the GTO must:

- Submit valid ATS claims within required timeframes as outlined in Section 6 of this Guideline.
- Include only eligible apprentices; and
- Ensure all claim information is accurate and complete.

9.7.5 Variations process

Variations are managed in accordance with Section 5.3 of this Guideline.

Where ATS claims are adjusted, deemed ineligible, or recalculated, this incentive will be adjusted accordingly.

This incentive is subject to the Grandfathered Arrangement expiry provisions in Section 9.

9.7.6 Auditing and compliance requirements

The incentive is subject to full audit and compliance review:

- The 10% incentive is contingent on ATS claim accuracy and compliance; and
- CITB may adjust or recalculate payments where claim values change.

9.8 Tuition Subsidy - GTO

9.8.1 Overview

This subsidy supports CITB Endorsed GTOs to meet the cost of off the job (trade school) training for apprentices who are not eligible for Fee Free TAFE.

This payment:

- Contributes to tuition costs associated with apprenticeship training; and
- Recognises that GTOs, as the legal employer, are responsible for these costs.

For direct employers, tuition funding is included within the Apprenticeship Training Support (ATS) payment and is not paid separately.

9.8.2 Eligibility requirements

In addition to the eligibility requirements for GTOs and Apprentices:

- The GTO must:
  - Meet all requirements under Section 9.2 of this Guideline, and remain compliant with Training Contract obligations
  - Be responsible for payment of trade school fees
- The apprentice must:
  - Not be enrolled in Fee Free TAFE; and
  - Be attending trade school during the relevant claim period.
- Eligibility must be maintained for each claim period.

9.8.3 Payment schedule and rates

A payment of $200 per semester is available.

Payments:

- Are made twice yearly in alignment with training provider semester cycles
- Continue for the duration of the Training Contract; and
- Are capped at $1,200 per qualification.

This payment is not required to be passed on to the host employer and can be retained as it covers costs incurred directly by the GTO.

9.8.4 Claiming and Evidence requirements

When submitting a claim, the GTO confirms that the apprentice has attended trade school during the relevant period

Evidence must demonstrate:

- The apprentice is not eligible for Fee-Free TAFE; and
- Participation in off-the-job training during the claim period

9.8.5 Variations process

Variations are managed in accordance with Section 5.3 of this Guideline.

This incentive is subject to the Grandfathered Arrangement expiry provisions in Section 9.

SECTION 10

AUDIT & COMPLIANCE

AUDIT & COMPLIANCE

All funding provided under these Guidelines is subject to compliance with the Construction Industry Training Fund Act 1993, Construction Industry Training Fund Regulations 2021 and these Guidelines.

CITB undertakes monitoring activities across the full lifecycle of participation, including:

- Application and eligibility;
- Program delivery;
- Claim submission;
- Pre-payment; and
- Post-payment

Monitoring and audit activities may include:

- Desktop reviews of submitted claims and supporting evidence
- Data matching and system validations (including FundHub, TALAS and SA Skills Commission)
- Participant, employer or provider verification through third parties.
- Site visits or observation of training delivery.

Audit activities may be targeted (risk-based) or random.

CITB will monitor and evaluate funded activities to ensure alignment with:

- These Guidelines;
- The approved Training Plan; and
- The objects of the Act (Section 3A) including the delivery of high-quality training outcomes

RECIPIENTS ARE REQUIRED

to provide accurate and complete information, comply with all requirements, maintain up-to-date records, and cooperate with audit and compliance activities.

Where non-compliance or inconsistencies are identified, CITB may request additional information, require corrective action within a specified timeframe, adjust or withhold payments, recover funding, or restrict access to future funding. Actions taken will reflect the severity, frequency and impact of the non-compliance.

SECTION 11

GENERAL ADMINISTRATIVE MATTERS

GENERAL ADMINISTRATIVE MATTERS

11.1 Record Keeping

This section outlines the record keeping requirements for all organisations, employers and individuals receiving CITB funding. Record keeping supports:

- Verification of claims
- Audit and compliance activities; and
- Accountability for the use of public funds.

All funding recipients must:

- maintain accurate, complete and verifiable records relating to:
  - Applications;
  - Eligibility;
  - Training or employment;
  - Claims submitted;
  - Supporting evidence;
- Ensure all records:
  - Align with information submitted in CITB systems
  - Can be produced upon request; and
  - Are stored securely and remain legible.

All records must be retained for a minimum of four (4) years from the date of final payment unless otherwise specified by CITB or required by legislation.

Records may include (but are not limited to):

- Application forms and declarations;
- Eligibility documentation (e.g. licences, Training Contracts);
- Employment and payroll records (e.g. payslips);
- Training delivery records (e.g. attendance, completion evidence);
- Financial records relating to funding received and applied;
- Communication with CITB relating to claims or eligibility.

Failure to provide records may result in claims being declined, adjusted or recovered.

11.2 Review of Decisions

This section outlines the formal mechanism for reviewing decisions relating to eligibility, endorsement and funding outcomes under these Guidelines.

The review process ensures decisions are applied consistently, transparently, and in accordance with these Guidelines, while providing applicants with an opportunity to request reconsideration where relevant.

Scope of Review

A request for review may be submitted where a decision has been made relating to:

- Registration or eligibility (individual or organisation)
- Endorsement of a Training Provider or Group Training Organisation
- Claim outcomes, including declined, adjusted or withheld payments
- Application of funding conditions or eligibility criteria

Lodgement of Review Request

Review requests must:

- Be submitted within 14 days of receiving the original decision
- Clearly identify the decision being reviewed
- Provide relevant information or additional evidence to support reconsideration

A review will not be undertaken where no new or additional information is provided.

Assessment of Review

Review requests are assessed by an appropriately authorised CITB officer who was not responsible for the original decision, where practicable.

The review will consider:

- The original decision and supporting evidence
- The requirements of these Guidelines
- Any additional information provided as part of the review request by the applicant.

Following assessment, CITB may:

- Uphold the original decision
- Vary or substitute the original decision
- Request further information before making a determination

Once the review process is complete, the applicant will be notified in writing of the outcome, being whether the decision was upheld or a new decision was made, with reasons for the decision.

Further review requests on the same matter will not be considered unless new information is provided.

11.3 Complaints and Escalation

This section outlines the process for managing complaints and escalation relating to the administration of the Training Fund and the operation of these Guidelines.

The complaints process provides a structured mechanism for participants to raise concerns regarding service delivery, administrative processes, conduct, or the application of these Guidelines.

Scope of Complaints

Complaints may relate to:

- Administration or handling of applications, claims, or funding
- Service delivery, communication or conduct
- Perceived inconsistency or lack of transparency in decision-making processes
- System access or operational processes

Matters relating specifically to the outcome of a funding decision must be managed through the Decision Review Mechanism in Section 11.2.

Lodgement of Complaints

Complaints must:

- Be submitted in writing via email
- Clearly describe the issue and the outcome sought
- Include any relevant supporting information

Complaints should be submitted as soon as practicable after the issue arises.

Assessment and Resolution

Complaints will be:

- Acknowledged within 2 business days
- Assessed by an appropriately authorised CITB officer
- Managed in a fair, transparent and timely manner

CITB may:

- Request additional information
- Undertake internal review of processes or decisions
- Implement corrective actions where required

Escalation Pathway

Where a complaint cannot be resolved at the initial assessment level, or where the matter is of a significant or systemic nature, it may be escalated within CITB.

Escalation may occur where:

- The issue involves significant financial, operational or reputational risk
- There is evidence of systemic inconsistency or process failure
- The complaint raises matters of governance, policy interpretation or program integrity.

Escalated matters may be referred to senior management for further consideration.

Interaction with Board and Committees

Where appropriate, escalated matters may be referred to the relevant governing body, including the Training Policy Committee or CITB Board.

Referral may occur where:

- The matter relates to policy interpretation or required policy change
- There are implications for funding settings, program design or governance
- The issue represents a systemic risk or requires oversight at a governance level

The Board and its Committees may:

- Provide direction on policy interpretation
- Recommend or approve changes to policy settings
- Request further investigation or review

Not all complaints will be escalated to Board or Committee level. Referral is determined based on the significance and nature of the issue.

Outcome and Finalisation

The complainant will be advised in writing of the outcome of the complaint, including any actions taken where appropriate.

Complaints are considered finalised once:

- A response has been provided; and
- Any required actions have been completed.

Submission of a complaint does not guarantee a change to an existing decision or outcome.

Complaints do not replace or override the Decision Review Mechanism, where the matter relates to a specific funding decision.

11.4 Taxation

Funding amounts outlined in these Guidelines are not subject to Goods and Services Tax (GST) and claims are not submitted with GST added.

Funding recipients are responsible for:

- Ensuring correct tax treatment of payments received;
- Complying with all applicable taxation obligations; and
- Seeking independent taxation advice where required.

CITB does not provide taxation advice.

11.5 Privacy

CITB is committed to protecting the privacy of individuals and ensuring that personal information is handled in accordance with applicable privacy legislation.

This section outlines how personal information is collected, used, disclosed and managed in connection with participation in CITB-funded initiatives.

CITB collects personal and organisational information necessary to:

- Assess eligibility and registration applications;
- Administer funding and process claims;
- Verify training, employment and participation; and
- Monitor compliance and program outcomes.

Information may include (but is not limited to):

- Personal details (name, date of birth, contact details);
- Employment and training information;
- CITB number and system records;
- Financial or claim-related information.

Information is collected through CITB systems, including FundHub and TALAS, and through applications, claims, and supporting documentation.

CITB uses collected information to:

- Determine eligibility for participation and funding;
- Assess and process claims;
- Administer programs and initiatives;
- Conduct compliance, audit and verification activities; and
- Evaluate program effectiveness and workforce outcomes.

Information will only be used for purposes directly related to the administration of the Training Fund and associated initiatives.

CITB may disclose information to relevant third parties where necessary to:

- Verify eligibility, employment or training arrangements;
- Administer Training Fund initiatives; and/or
- Meet legislative, regulatory or audit requirements.

This may include disclosure to:

- Government agencies (such as the South Australian Skills Commission, ASQA, or other regulators);
- Training providers, employers and GTOs; and/or
- Auditors or contracted service providers.

Information will not be disclosed unless authorised or required by law, or where necessary for program administration.

CITB takes reasonable steps to protect information from:

- Misuse, interference or loss; and
- Unauthorised access, modification or disclosure

Information is stored securely within CITB systems and retained in accordance with record keeping requirements outlined in Section 11.1 of this Guideline.

Individuals, employers and organisations must:

- Obtain any required consent from individuals before providing their information to CITB
- Only use personal information obtained through CITB programs for authorised purposes

Failure to meet these obligations may impact eligibility or participation.

Individuals may request access to, or correction of, their personal information held by CITB.

Requests should be made through CITB using the appropriate contact channels.

Further information on how CITB manages personal information is available through CITB's Privacy Policy.

11.6 Freedom of Information

The *Freedom of Information Act 1991 (SA)* provides individuals with a legally enforceable right to access certain information held by CITB.

This section outlines how FOI applies to information collected and held under these guidelines.

Individuals may request access to documents held by CITB, including documents relating to:

- Applications, registration and eligibility
- Claims and funding decisions; and/or
- Participation in CITB-funded initiatives

Requests for access to information may be made informally where appropriate or formally under the *Freedom of Information Act 1991 (SA).*

Where information cannot be provided through informal processes, a formal FOI application may be submitted in accordance with the *Freedom of Information Act 1991 (SA).*

Formal applications must be submitted in writing and clearly describe the documents requested.
The application may be subject to application fees and processing charges

CITB will process FOI applications in accordance with legislative requirements.

Requests for access to personal information held about an individual may also be managed through the Privacy provisions outlined in Section 11.5 of this Guideline, where appropriate.

11.7 Termination

CITB may seek to terminate or suspend an organisation, employers or individuals' participation in CITB funded initiatives where:

- Eligibility requirements are no longer met;
- Ongoing or serious non-compliance is identified;
- Required records or evidence are not maintained or provided;
- The participant fails to comply with these Guidelines or any applicable agreement; and/or
- Continued participation presents a financial, operational or reputational risk to CITB.

CITB will notify the participant in writing of the intention to terminate or suspend its registration, providing the reasons for the termination or suspension, evidence relied upon and the effective date of the decision. The participant can respond to the notice of intent within the specified timeframe, including any supporting information or evidence the participant wishes CITB to consider before a final decision is made.

Where participation is terminated:

- All current and future access to CITB funding ceases;
- Outstanding claims may be withheld, declined or subject to review;
- CITB may recover any funds paid in error or outside liability; and/or
- Access to CITB systems (e.g. FundHub, TALAS) may be restricted or removed.

The individual, employer or organisation may submit a new application in the future, and approval is subject to assessment against all eligibility and compliance requirements, including addressing the reasons for the prior termination.

11.8 Policy Amendments and Variation

Policy Amendments and Variation

This Guideline may be amended from time to time to ensure it remains effective, relevant and aligned with legislative, regulatory and organisational requirements.

Mechanism for Variation

Policy variations may be initiated through the following mechanisms:

- Scheduled reviews (e.g. annual review cycle)

- Identification of operational risks or issues
- Changes to funding priorities, policy direction or government requirements
- Release of a new CITB Training Plan
- Audit findings or continuous improvement processes

Change Classifications

Variations will be classified as either:

- Minor Update: Editorial changes, clarifications, formatting, or non-material policy changes
- Major Update: Changes impacting policy intent, eligibility, funding initiative criteria, or governance

Approval Process

- Minor changes may be approved in accordance with delegated authority.
- Major changes require approval from the appropriate governing body in line with established CITB delegations.

Implementation of Changes

- All approved changes must be documented in the Document Control & Version History section of these Guidelines. Refer to Section 13 for Document Control and Version History.
- Changes take effect from the approved effective date, unless otherwise specified.
- Transitional arrangements (including grandfathered provisions) will be applied and detailed where required. Refer to Section 9 for application of Grandfathered arrangements where relevant.

Communication of Changes

All material changes will be communicated to stakeholders and reflected in publicly available documentation where applicable.

11.9 Governance, Delegations and Control Points

Governance Framework

The administration of the Training Fund operates within a defined governance framework to ensure funding decisions are consistent, transparent, and aligned with legislative and policy requirements.

Governance responsibilities are distributed across:

- The CITB Board
- Relevant Committees (including the Training Policy Committee and Sector Committees)
- CITB officers acting under delegated authority

These roles support oversight of policy, funding priorities, program integrity and compliance.

Delegations

Decision making authority under these Guidelines is exercised in accordance with CITB's delegated authority framework.

This includes but is not limited to:

- Approval of eligibility (individuals and organisations)
- Endorsement of Training Providers and Group Training Organisations
- Approval, adjustment, or rejection of claims
- Approval of variations to participation or funding arrangements
- Approval of minor policy updates

Major decisions, including changes impacting policy intent, funding structure, or governance arrangements, are escalated to the appropriate governing body (e.g. Training Policy Committee or Board) in line with established delegations.

Delegations must be exercised within approved limits and are subject to review, audit and oversight.

Control Points

Key control points are embedded throughout the lifecycle of participation to ensure funding integrity and appropriate use of public funds.

Control points include:

1. Registration and Endorsement

- Verification of eligibility prior to participation
- Assessment and approval of Training Providers and GTOs (refer to Section 4.3 and Appendices)

2. Eligibility Validation

- Confirmation of eligibility at application, claim and payment stages
- Ongoing monitoring of eligibility status

3. Claim Submission and Evidence Verification

- Claims must meet all submission, timing, and evidence requirements
- Evidence must demonstrate eligibility, delivery and completion of activities
- Additional verification may be requested

4. Approval and Payment

- Claims are assessed prior to approval and payment
- Payment are only made for validated and compliant claims

5. Audit and Compliance

- Pre and post payment reviews
- Risk-based and random audit activities (Section 10)
- Data matching across FundHub, TALAS and TAS Reports

6. Variations and Exceptions

- All variations must be approved prior to implementation
- Non-compliant variations may result in funding adjustments or termination

7. Recovery and Enforcement

- Overpayments may be recovered
- Non-compliance may result in suspension, termination, or restricted access to funding

The control points operate collectively to ensure appropriate governance, risk management and accountability across all funded activities.

Segregation of Duties

Where practicable, assessment, approval and payment functions are performed by different authorised officers to ensure appropriate separation of responsibilities and reduce risk.

SECTION 12

ACCESSING THE SYSTEM

ACCESSING THE SYSTEM

FundHub Access and Registration

Access to CITB systems, including FundHub and TALAS, is required to submit applications, manage participant information and lodge claims.

USERS MUST REGISTER AND LOG IN TO FUNDHUB

to access relevant functionality. Detailed instructions on how to register, navigate the system, and complete key tasks are provided in the FundHub User Guide.

The User Guide contains information on:

- Creating and managing user accounts;
- Navigating the FundHub platform;
- Submitting applications and claims; and
- Managing participant and organisational details.

If users experience issues accessing the system or require additional support, guidance on seeking support is also available within the FundHub User Guide.

All users are expected to refer to the User Guide as the primary source of instruction for system access and use.

SECTION 13

DOCUMENT CONTROL & VERSION HISTORY

DOCUMENT CONTROL & VERSION HISTORY

13.1 Document Control Information

Field	Details
Document Title	Training Fund Guidelines
Document Owner	CEO
Approved by	Training Policy Committee
Effective Date	1 July 2026
Review Frequency	Annual
Next Review Date	30 June 2027
Document Classification	Public

13.2 Version History

Version	Date	Change Type	Description of Changes	Author	Approved By	Effective Date
1.0	01/07/2026	Initial Release	First issue of document	Holly Willcox, CEO	Training Policy Committee	01/07/2026

Change Type Definitions

- Minor Update: Editorial changes, clarifications, formatting, or non-material policy changes
- Major Update: Changes impacting policy intent, eligibility, funding initiative criteria, or governance
- Full Revision: Comprehensive review and reissue of the document

Document Control & Version History Guidelines

All changes must be recorded in the Version History table prior to publication

- Each version must receive formal approval in line with delegation levels
- Updated versions must:
  - Be published on the CITB Website
  - Be communicated to impacted stakeholders where changes are material
- Superseded versions must be archived and retained in accordance with CITB record management requirements.

SECTION 14

DOCUMENT CLASSIFICATION

DOCUMENT CLASSIFICATION

Document Classification and Access

This document and associated materials are classified to ensure appropriate access, transparency, and protection of sensitive information.

Public-Facing Information

The following information may be made publicly available (e.g. via the CITB website or stakeholder communications):

- Training Fund Guidelines (this document)
- Application processes and key requirements

Confidential / Internal Information

The following information is classified as confidential and must not be publicly disclosed:

- Detailed assessment methodologies and internal decision-making criteria
- Evidence validation and audit processes
- Delegations, approval thresholds and internal control mechanisms
- Commercially sensitive information provided by applicants or stakeholders

Access and Use

- Public-facing documents may be freely distributed and published.
- Confidential materials are restricted to authorised personnel and must be handled in accordance with organisational policies and applicable legislation.
- Any external release of confidential information requires prior approval from the appropriate authority.

Responsibilities

All personnel are responsible for ensuring information is used and disclosed in accordance with its classification.

SECTION 15

APPENDICES

APPENDIX 1

Training Provider Eligibility – Scoring Model

Purpose

This framework supports consistent and transparent decision making in the approval of Training Providers to deliver CITB-funded training.

It applies to all Training Providers seeking:

- initial registration,
- CITB Endorsed Training Provider (ETP) status; or
- continued eligibility following review.

Assessment Overview

Training Providers are assessed across five core domains:

Assessment Domain	Weight
1. Regulatory & Compliance Standing	25%
2. Industry Relevance & Alignment	20%
3. Trainer Capability & Industry Currency	20%
4. Delivery Quality & Workforce Outcomes	20%
5. Operational & Administrative Capability	15%
Total	100%

Each domain is assessed on a standard rating scale, resulting in an overall score used to inform approval outcomes.

Rating scale (All Domains)

Score	Descriptor	Definition
5	Exceeds Standard	Strong evidence Best practice No concerns
4	20%	Clear compliance Low risk
3	20%	Acceptable with minor gaps
2	20%	Moderate gaps requiring conditions
1	15%	High risk Major deficiencies
0	100%	Fails requirement

Domain Criteria

Regulatory & Compliance Standing (25%)
Assesses overall compliance, legitimacy and regulatory standing.

Industry Relevance & Alignment (20%)
Assesses how well training aligns with current and emerging industry needs.

Trainer Capability & Industry Currency (20%)
Assesses trainer qualifications, experience and connection to industry practice.

Delivery Quality & Workforce Outcomes (20%)
Assesses evidence of effective training delivery and learner outcomes.

Operational & Administrative Capability (15%)
Assesses organisational capability to manage training delivery and associated requirements.

Approved Outcomes

Total Score	Outcome
80 - 100	Approved – Low Risk
65 - 79	Approved with Conditions
50 - 64	Conditional / Probationary Approval
Below 50	Not Approved

Conditions and Oversight

Where required, approval may be subject to conditions, such as:

- Limitations on delivery scope
- Additional reporting requirements
- Time-bound approval periods
- Targeted reviews or follow-up assessments

Governance and Decision Authority

All assessments are documented in CITB systems and support evidence-based decisions. Final approval decisions are made in accordance with CITBs delegated authority framework.

CITB retains discretion in all approval decisions, including the application of conditions where appropriate.

APPENDIX 2

Approved Job Roles

Eligible Job Role	Licence or Registration	Definition
Airconditioning and Refrigeration Mechanic	Yes	Refrigerant Handling Licence
Asbestos Remover	Yes	Asbestos Removal Licence
Asbestos Supervisor	Yes	Asbestos Removal Licence
Audio Visual Installation Technician	Yes	Moderate gaps requiring conditions
Boilermaker	No	N/A
Bricklayer	No	N/A
Building Contract Administrator	No	N/A
Building Management System (BMS) Operator	No	N/A
Bulldozer operator	Yes	Ticket
Cabinetmaker (Installation)	No	N/A
Cabler (Data and Telecommunications)	Yes	Telecommunications/Cabling Licence
Carpenter	No	N/A
Caulker	No	N/A
Civil Construction Worker (Non-Plant Operation)	No	N/A
Civil Supervisor	Yes	Building Work Supervisors License
Cladding installer	No	N/A
Concrete Cutter	No	N/A
Concrete Finisher	No	N/A
Concrete Pump Operator	No	N/A
Concreter	No	N/A
Crane, Hoist or Lift Operator	Yes	High Risk Work Licence

Eligible Job Role	Licence or Registration	Definition
Demolition Tradesperson	Yes	High Risk Work Licence
Dogger	Yes	High Risk Work Licence
Drainer (Plumber and Drainer)	Yes	PGE License
Electrical Powerline Tradesperson	Yes	PGE License
Electrician	Yes	PGE License
Excavator Operator	Yes	High Risk Work Licence
Fencer (Fence Erector)	No	N/A
Fire Protection Plumber (Sprinkle Fitter)	Yes	PGE License
Floor Finisher	No	N/A
Formworker	No	N/A
Gasfitter	Yes	PGE License
Gate Installers	No	N/A
Geomembrane Installation Technician	No	N/A
Glazier	No	N/A
Hebel installer	No	N/A
Height Safety Technician	Yes	High Risk Work Licence
Insulation Installer	No	N/A
Joiner	No	N/A
Labourer	No	N/A
Lagger	Yes	High Risk Work Licence
Landscape Constructor	No	N/A
Lift Mechanic (Lift Electrician)	Yes	PGE License
Linemarker	No	N/A
Mobile Plant Operator	Yes	Relevant Plant Ticket
Painter and Decorator	No	N/A

Eligible Job Role	Licence or Registration	Definition
Paving and Surfacing Labourer	No	N/A
Pest Control Technician	Yes	Pest control licence
Plasterer (Wall and Ceiling Lining)	No	N/A
Plumber	Yes	PGE License
Project Manager	No	N/A
Renderer (Solid Plaster)	No	N/A
Rigger	Yes	High Risk Work Licence
Road Traffic Controller	Yes	Traffic Management Ticket
Roller Door Installer	No	N/A
Roof Plumber	Yes	PGE License
Roof Tiler	No	N/A
Scaffolder	Yes	High Risk Work Licence
Security Systems Installer	Yes	Employee security agent licence
Septic Tank Installer	No	N/A
Shed Erector	No	N/A
Shop Fitter	No	N/A
Sign Erector	No	N/A
Site Engineer	No	N/A
Site Supervisor	Yes	Building Work Supervisors License
Skid Steer Operator	Yes	High Risk Work Licence
Solar Panel Installer	Yes	PGE License
Split System Installer	Yes	Refrigerant Handling Licence
Steel Fixer	No	N/A
Stonemason	No	N/A
Structural Steel & Welding Tradesperson	No	N/A

Eligible Job Role	Licence or Registration	Definition
Structural Steel Erector	No	N/A
Supervisor (Trade)	Yes	Building Work Supervisors License
Wall and Floor Tiler	No	N/A
Water Truck/Cart Operator	Yes	High Risk Work Licence
WHS Manager / Officer	No	N/A
Wind Turbine Technician	Yes	PGE License

APPENDIX 3

Approved Qualifications List

Appendix 3.1 Apprentice Qualifications

Qualifications listed on the Traineeship and Apprenticeship Pathways Schedule (TAPS) (published by the South Australian Skills Commission) that have been identified as relevant to the building and construction industry in partnership with industry. The Approved Qualification List is endorsed by and reviewed annually with the CITB Industry Sector Committees and approved by the CITB Board.

The following table outlines qualifications that are eligible for CITB initiative funding where employers are registered with CITB.

Qualifications are provided to CITB by industry through the Housing, Commercial and Civil Sector Committees, investigated by CITB, and approved by the CITB Board.

- Certificate II in Civil Construction
- Certificate II in Construction
- Certificate III in Air Conditioning and Refrigeration
- Certificate III in Bricklaying and Blocklaying
- Certificate III in Cabinet Making (Bathrooms and Kitchens)
- Certificate III in Carpentry
- Certificate III in Carpentry and Joinery
- Certificate III in Civil Construction
- Certificate III in Civil Construction Plant Operations
- Certificate III in Concreting
- Certificate III in Data and Voice Communications
- Certificate III in Demolition
- Certificate III in Electrotechnology Electrician
- Certificate III in ESI - Distribution Overhead
- Certificate III in ESI - Power Systems - Distribution Overhead
- Certificate III in ESI - Power Systems - Transmission Overhead
- Certificate III in ESI - Rail Traction
- Certificate III in ESI - Transmission Overhead
- Certificate III in Fire Protection
- Certificate III in Flooring Technology
- Certificate III in Gas Fitting
- Certificate III in Glass and Glazing
- Certificate III in Joinery
- Certificate III in Landscape Construction
- Certificate III in Painting and Decorating
- Certificate III in Plumbing
- Certificate III in Roof Plumbing
- Certificate III in Roof Tiling
- Certificate III in Scaffolding
- Certificate III in Shopfitting
- Certificate III in Solid Plastering
- Certificate III in Steelfixing
- Certificate III in Stonemasonry
- Certificate III in Wall and Ceiling Lining
- Certificate III in Wall and Floor Tiling
- Certificate IV in Building and Construction
- Certificate IV in Building and Construction
- Certificate IV in Building Project Support
- Certificate IV in Civil Construction

Appendix 3.2 Student Qualifications

The following list outlines qualifications that are eligible for CITB funding where being delivered by a CITB endorsed training provider and undertaken by a secondary school student registered with CITB.

Qualifications are listed as Flexible Industry Programs as per the Department for Education (DfE). The Vocational Education and Training courses for senior school students are published by DfE, and map to CITB approved qualifications.

- Cert II Construction Pathways
- Cert II Plumbing
- Cert II Electrotechnology
- Cert II Resources & Infrastructure (Civil)
- Advanced Bricklaying and Blocklaying
- Advanced Civil Construction
- Advanced Carpentry Safety Skills
- Advanced Carpentry Skills
- Advanced Electrotechnology: Refrigeration and Air Conditioning
- Advanced Heritage Trades
- Advanced Painting and Decorating
- Advanced Plumbing
- Advanced Solid Plastering
- Advanced Wall and Floor Tiling
- Advanced Wall and Ceiling Lining

APPENDICES

APPENDIX 4 - 8

Appendix 4 – Claim Form – CITB Short Course Regional Training Incentive

https://citb.org.au/wp-content/uploads/2026/07/Appendix-4_Short-Course-Regional-Claim-Form-Editable.pdf

Appendix 5 – Claim Form – CITB Apprentice Regional Training Support

https://citb.org.au/wp-content/uploads/2026/07/Appendix-5_Apprentice-Regional-Training-Claim-Form-Editable.pdf

Appendix 6 – Eligibility Review Request – Construction Worker

https://citb.org.au/wp-content/uploads/2026/07/Appendix-6_Eligibility-Review-Request-Form-Construction-Worker-Editable.pdf

Appendix 7 – Eligibility Review Request – Individual - Other

https://citb.org.au/wp-content/uploads/2026/07/Appendix-7_Eligibility-Review-Request-Form_Individual_Editable.pdf

Appendix 8 – Eligibility Review Request – Organisation

https://citb.org.au/wp-content/uploads/2026/07/Appendix-8_Eligibility-Review-Request-Form_Organisation-Editable.pdf

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All information is correct at time of publishing July 2026