



## Information

Thank you for your interest in the availability of funding towards course fees provided by the Building and Construction Training Fund.

***We acknowledge the support of the Construction Training Fund in reducing the cost of training for eligible workers.***

We have included a reduced fee pricelist for your information so as you can see what courses have been included and the price they would be, should you qualify for funding.

The Construction Training Fund was established in 1990 by an Act of Parliament to support the training of eligible people in the building and construction industry. The Fund's goals are to improve the quality of training and increase the number of skilled workers in the building and construction industry.

Under the Building and Construction Industry Training Fund and Levy Collection Act 1990 the Construction Training Fund collects a small training levy from all construction projects in Western Australia. The funds received from the collection of the training levy go back to the industry to support training and skills development.

**APPLICATION PROCESS:** You will find the following forms attached:

- Construction Training Fund's Eligibility Guide
- Bulk Billing Participant Form – Individual
- Subsidised Pricelist

Should you wish to apply you will need to complete the following steps:

**Step 1: Determine your eligibility.** (Refer to attached Eligibility Guide)

**Eligible individuals must be:**

- Directly employed or previously directly employed in the building and construction industry in WA
- Directly employed by residential and/or commercial construction companies undertaking relevant projects in WA
- Self-employed and undertaking work which is directly involved in the construction process

**Ineligible companies or individuals include:**

- Government departments, agencies, and government employees
- Mining, oil, gas, and mineral exploration companies
- Companies that manufacture, supply, deliver building products
- Companies that manufacture, supply, deliver or install non-building products after completion of the construction process
- Companies that perform minor maintenance, repairs and/or inspection of elevators and escalators
- Companies that provide maintenance or repairs of a routine or minor nature after the construction phase and or carpet laying or floor covering companies and contractors

## **Unemployed participants**

If unemployed at the time of taking a short course recognised by the Construction Training Fund, you must be able to:

- Demonstrate that you were directly employed in the construction industry in W for a minimum of 6 months, within 12 months prior to the date of course commencement, or if no recent work experience is involved
- Have written evidence of a relevant employment offer from an eligible company or contractor in the construction industry prior to commencement of the training course

Unemployed participants may be required to provide additional documentation to assist the Construction Training Fund to process a claim.

**Step 2: Complete the declaration form:** Please refer the “Bulk Billing Participant Form – Individual”

Please complete the form and be sure you understand the Declaration.

**Step 3: Submit your completed form to RMS**

- Once you have completed the form ensuring that all fields have been filled in including full address details of the sites worked on and either deliver to reception or email to RMS at [rmsrto@rmstraining.com.au](mailto:rmsrto@rmstraining.com.au) for review

**Step 4: Confirm eligibility decision from RMS**

- RMS will review your application and determine your eligibility. Please allow up to 48hrs for processing.
- It will be your responsibility to contact RMS for information concerning the result of your application.

**Step 5: Proceed to booking**

- If deemed eligible you will be authorised to receive the course at a discounted rate and can proceed to book your desired course and pay the reduced fee.

**Step 6: Course Day Requirements will include:**

- Signing the CTF “Course Participant Schedule Form” (which you can bring with you on the day)
- Completion of the CTF “Course Satisfaction Survey” on completion of the course

**Should you have any further questions the please call the office on 08 9400 7500**

## CTF Quick guide to eligibility

The Building and Construction Industry Training Fund and Levy Collection Act 1990 (the Act) refers to definition of construction used in the [Construction Industry Portable Paid Long Service Leave Act 1985](#).

<p><b>Residential construction</b> is defined in the regulations as:</p> <ul style="list-style-type: none"> <li>• Construction work on or resulting in a building that is intended to be used predominantly for residential purposes.</li> </ul>	<p><b>Commercial construction</b> is defined in the regulations as construction work that:</p> <ul style="list-style-type: none"> <li>• is not engineering work; or is carried out on, or results in, a rigid fixed structure that is intended predominantly for the use of, or to contain:             <ul style="list-style-type: none"> <li>o people</li> <li>o plants</li> <li>o machinery</li> <li>o goods</li> <li>o livestock.</li> </ul> </li> </ul>	<p><b>Engineering construction work</b> means construction work on or resulting in –</p> <ol style="list-style-type: none"> <li>a) a road, railway, airfield or other structure for the passage of persons, animals or vehicles; or</li> <li>b) a breakwater, dock, jetty, pier, wharf or other structure for the improvement or alteration of any harbour, river or watercourse for the purposes of navigation; or</li> <li>c) any structure for the storage or supply of water or for the irrigation of land; or</li> <li>d) any structure for the conveyance, treatment or disposal of sewage or of the effluent from any premises; or</li> <li>e) a structure for extracting, refining, processing or treatment of heavy industry materials or for the production or extraction of heavy industry products and by-products from materials; or</li> <li>f) a bridge, viaduct, aqueduct or tunnel; or</li> <li>g) a chimney stack that is not part of a residential or commercial building, a cooling tower, drilling rig, gas holder or silo; or</li> <li>h) a pipeline; or</li> <li>i) a navigational light, beacon or marker; or</li> <li>j) a structure for the drainage of land; or</li> <li>k) a structure for the storage of liquid or gas; or</li> <li>l) a structure for the transmission of wireless or telegraphic communications; or</li> <li>m) a fence, other than a fence on a farm; or</li> <li>n) a grandstand, stadium or swimming pool; or</li> <li>o) a structure for the generation, supply or transmission of electric power</li> </ol>
<p><b>Exclusions</b></p> <ol style="list-style-type: none"> <li>a) work the value of which is \$20 000 or less;</li> <li>b) work which is maintenance or repairs of a routine or minor nature carried out by employees for an employer whose primary activity is not related to the building and construction industry;</li> <li>c) <b>agricultural work</b>;</li> <li>d) <b>government work</b>;</li> <li>e) <b>resources operational work</b>.</li> </ol>	<p><b>Agricultural work</b> means work directly associated with the care, conservation or rehabilitation of agricultural land or land that has been agricultural land where some or all of the work is to be carried out by the owner of the land or by a person who will not be employed or engaged for remuneration to perform any part of the work, but does not include work for which a permit is required</p> <p><b>Government work</b> means work carried out –</p> <ol style="list-style-type: none"> <li>a) by a government authority; or</li> <li>b) for or on behalf of a government authority by –             <ol style="list-style-type: none"> <li>(i) an officer or employee of a government authority; or</li> <li>(ii) another government authority</li> </ol> </li> </ol>	<p><b>Resources operational work</b> means any of the following work (unless the work is on, results in, or otherwise relates to, a residential or commercial facility) –</p> <ol style="list-style-type: none"> <li>a) work associated with exploration or drilling for resources;</li> <li>b) work associated with exploration or drilling for the purposes of a geosequestration process;</li> <li>c) work on or resulting in an unsealed haul road or track that is associated with a resources operation;</li> <li>d) work on or resulting in a structure that is –             <ol style="list-style-type: none"> <li>(i) for the storage, treatment, supply or disposal of non-potable water; and</li> <li>(ii) associated with a resources operation;</li> </ol> </li> <li>e) work on or resulting in a structure that is –             <ol style="list-style-type: none"> <li>(i) for the storage of tailings, overburden or waste; and</li> <li>(ii) associated with a resources operation;</li> </ol> </li> <li>f) work for the excavation or back-filling of soil or overburden that is associated with a resources operation;</li> <li>g) work for the environmental remediation, restoration or rehabilitation of ground disturbed by a resources operation;</li> <li>h) work for the closure or decommissioning of 1 or more resources facilities (including work associated with environmental remediation, restoration or rehabilitation);</li> <li>i) work for the repair or maintenance of 1 or more resources facilities;</li> <li>j) work for any of the following if the value in aggregate of the work, estimated in accordance with subregulation (3), is \$10 million or less –             <ol style="list-style-type: none"> <li>(i) the alteration or renovation of 1 or more resources facilities;</li> <li>(ii) the replacement of 1 or more resources facilities that have been, are being or are to be closed or decommissioned;</li> <li>(iii) the relocation of 1 or more resources facilities;</li> <li>(iv) any combination of the activities referred to in subparagraphs (i) to (iii).</li> </ol> </li> </ol>

Construction work means the processes of carrying out on a site the construction, erection, installation, reconstruction, re-erection, renovation, alteration, demolition or maintenance\* of or repairs to any of the following:

Work Type (including new construction, renovation, alteration, relocation)	PURPOSE		
	Residential	Commercial	Engineering
buildings;	✓	✓	✓
swimming pools and spa pools;	✓	✓	✓
roads, railways, airfields, or other works for the passage of persons, animals or vehicles;	✓	✓	✓
haul roads	NA	NA	✓
breakwaters, docks, jetties, piers, wharves or works for the improvement or alteration of any harbour, river or watercourse for the purposes of navigation;	✓	✓	✓
works for the storage, or supply of water or for the irrigation of land;	✓	✓	✓
works for the conveyance, treatment or disposal of sewage or the effluent from any premises;	✓	✓	✓
works for the extraction, refining, processing, or treatment of materials or for the production of extraction of products and by-products from materials	✓	✓	✓
bridges, viaducts, aqueducts, or tunnels;	✓	✓	✓
chimney stacks, cooling towers, drilling rigs, gas holders or silos;	✓	✓	✓
pipelines;	✓	✓	✓
navigational lights, beacons, or markers	✓	✓	✓
works for the drainage of land;	✓	✓	✓
works for the storage of liquids (other than water) or gasses;	✓	✓	✓
works for the generation, supply, or transmission of electric power;	✓	✓	✓
works for the transmission of wireless or telegraphic communications;	✓	✓	✓
pile driving works;	✓	✓	✓
structures, fixtures, or works for the use on or for the use of any buildings or works of a kind referred to above;	✓	✓	✓
works for the preparation of sites for any building or works of a kind referred to above; or	✓	✓	✓
fences, other than fences on farms	✓	✓	✓
*routine or minor maintenance	X	X	X
*scheduled maintenance	NA	✓	✓
*shutdowns, turnarounds	NA	✓	✓
operational work	NA	X	X

\*Where the value in aggregate of the work is greater than \$10 million

**Eligibility is determined by an individual's ability to demonstrate deployment in construction, installation and/or fabrication work on a construction site.**

Individuals who do not normally perform site-based works but are required from time to time to attend construction sites to carry out supervisory work as part of the construction process may be eligible to receive CTF rebates for OH&S training.

Ineligible companies/individuals include:

- Government departments, agencies, and their direct employees
- Mining, oil, gas and mineral exploration companies and their employees
- Companies that manufacture, supply, or deliver building products and their employees
- Companies that manufacture, supply, deliver or install non-building products after completion of the construction process and their employees
- Companies that maintain and inspect elevators and escalators and their employees
- Companies and their employees that provide maintenance or repairs of a minor nature after the construction phase
- Carpet laying or floor covering companies and contractors

An unemployed individual seeking to claim a CTF subsidy for a short course recognised by CTF must be able to:

- demonstrate that they have since the training secured employment/work in the Western Australia construction industry within 12 months of completing the training; or
- have written confirmation of employment by an eligible company or contractor in the construction industry, inclusive of a confirmed start-date and pending successful completion of the training course.

Unemployed participants may be required to provide additional documentation to support a CTF claim.



## Bulk Billing Participant Form – Individual



Please provide the sites that demonstrate you were directly employed in the construction industry in Western Australia for a minimum of six months, within 12 months prior to the course commencement date

First Name	Last Name	Date of Birth	Email* <b>MANDATORY</b> *	
Employment Status – <i>just prior or during course</i>				
<input type="checkbox"/> Unemployed		<input type="checkbox"/> Employed		<input type="checkbox"/> Self Employed
Employer / Client or Contractor Name		Employer / Client or Contractor Phone		Employer Email
Site Start		Site End Date		
Job Role	Job Location (suburb)		Job Address (Street / Project Title)	
Job Description (building / structure type purpose)				
<input type="checkbox"/> Houses	<input type="checkbox"/> Offices	<input type="checkbox"/> Bridges	<input type="checkbox"/> Mining	<input type="checkbox"/> Engineering /Railways
<input type="checkbox"/> Pool/s	<input type="checkbox"/> Educational	<input type="checkbox"/> Harbours	<input type="checkbox"/> Pipelines	<input type="checkbox"/> Airports
<input type="checkbox"/> Hotels	<input type="checkbox"/> Religious	<input type="checkbox"/> Water Storage & Supply	<input type="checkbox"/> Navigational Lights	<input type="checkbox"/> Pile Driving Pile
<input type="checkbox"/> Shops	<input type="checkbox"/> Health	<input type="checkbox"/> Sewerage & Drainage	<input type="checkbox"/> Drainage of Land	<input type="checkbox"/> Telecommunications
<input type="checkbox"/> Factories	<input type="checkbox"/> Entertainment & Recreational	<input type="checkbox"/> Recreation	<input type="checkbox"/> Storage for Liquids or Gases	<input type="checkbox"/> Transmission / Power Distribution
<input type="checkbox"/> Other Residential Buildings	<input type="checkbox"/> Other Business Premises	<input type="checkbox"/> Roads, Highways & Subdivisions	<input type="checkbox"/> Other Heavy Industry	
Job Type:				
<input type="checkbox"/> Construction		<input type="checkbox"/> Demolition		<input type="checkbox"/> Maintenance / Repairs
<input type="checkbox"/> Installation		<input type="checkbox"/> Reconstruction		<input type="checkbox"/> Renovation / Alterations or Extensions / Additions
Sector:	<input type="checkbox"/> Housing	<input type="checkbox"/> Commercial	<input type="checkbox"/> Engineering	<input type="checkbox"/> Resources

### Survey

Overall Satisfaction with the course:	1	2	3	4	5
How will you use the skills gained through this training	<input type="checkbox"/> In current employment			<input type="checkbox"/> Upskilling	



## Bulk Billing Participant Form – Individual



Course Name:	Course Start Date:	Course End Date:
Training Suburb	Duration (hours)	# Participants

### Bulk Biller Declaration

By signing below you are confirming the below statements are true and accurate at the date of submitting this claim:

- I have read the CTF Levy and Program Guidelines document and understand that CTF will assess the information provided in this application against the eligibility requirements documented in the Guidelines;
- The individuals and/or companies attached to this application are actively and directly involved in the WA building and construction industry, performing on-site construction/installation activities; or on-site fabrication and installation work on a continual basis for the major portion of our time;
- I understand the value of the disbursement related to this application may be dependent on conditions outlined in the Guidelines document and that final determination regarding eligibility and the amount of disbursement made available rests with the CTF;
- I understand that CTF may require additional information and/or contact parties nominated in this application for compliance purposes;
- I understand that providing false or misleading information may result in CTF dismissing this claim and/or legal action.

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Signature

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Date

COURSE CATEGORY	COURSE NAME	TOTAL COST	CTF SUBSIDY	CUSTOMER PAYMENT
High Risk	Elevated Work Platform	\$475*	\$248	\$227
	Forklift	\$475*	\$248	\$227
*The CTF price includes the High-Risk Application being processed by RMS on the student's behalf*				
Safety	Confined Space Entry	\$270	\$124	\$146
	Confined Space/Gas Combo*	\$470	\$124	\$346
	Gas Test Atmosphere	\$200	\$124	\$76
	Safety Combo- WSH/CS/Gas*	\$700	\$248	\$452
	White Card (Construction)	\$100	\$70	\$30
	Working at Heights	\$270	\$124	\$146
First Aid	Provide First Aid	\$99	\$69	\$30
	Perform CPR	\$80	\$56	\$24
	Perform Rescue from live LV Panel	\$350	\$245	\$105
Fire Safety	Demonstrate first attack firefighting equipment	\$200	\$124	\$76
	Confine small emergencies in a facility	\$200	\$124	\$76
	Fire Warden - Operate as part of an emergency control organisation	\$200	\$124	\$76
	Fire Warden/First Attack & Confine Small Emergencies Combo	\$330	\$231	\$99
Mobile Plant Machinery	Articulated Haul Truck	\$700	\$124	\$576
	Dozer	\$700	\$124	\$576
	Excavator	\$1,100	\$248	\$852
	Front End Loader	\$1,100	\$248	\$852
	Grader	\$700	\$124	\$576
	Integrated Tool Carrier	\$1,100	\$248	\$852
	Rigid Haul Truck	\$1,690	\$248	\$1,442
	Roller	\$850	\$248	\$602
	Skid Steer	\$790	\$248	\$542
	Telehandler	\$700	\$124	\$576
	Water Cart	\$1,100	\$248	\$852
Trucks	Automatic HR (6 hours)	\$1,100	\$186	\$914
	Restricted HR (8 hours + Licence Test)	\$1,740	\$248	\$1,492
	Load Restraint	\$250	\$124	\$126

- Combo Confined Space/ Gas\* - RMS will claim Confined Space only and offer Gas Testing at a reduced price.
- Safety Combo-WSH/CS/Gas\* -RMS will claim Confined Space & Safe Working at Heights and offer Gas Testing at a reduced price.
- Restricted HR is \$1,450 for our 6 hour package + \$290 for additional 2 hour lesson = \$1,740