



Information

Short Course & Upskilling Program

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:

- CTF – Information Guide - Eligibility
- “Bulk Billing Participant Information Required” form
- “Participant Eligibility Checklist” form
- RMS Courses Subsidised Pricelist

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

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

Eligible individuals must be:

- Directly employed by residential, commercial, or civil construction companies undertaking relevant projects in Western Australia or
- Self employed and undertaking on site construction, installation and/or fabrication work
- Undertaking on site construction, installation or fabrication work via employment through sub contract and/or labour hire arrangements

Ineligible companies or individuals include:

- Government departments, agencies and their direct 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 minor nature after the construction phase
- Carpet laying or floor covering companies and contractors

Step 2: Complete the attached two application forms:

- “Participant Eligibility Checklist” form and
- “Bulk Billing CTF Participant Information Required” form

Please complete the forms and be sure you understand this is a Declaration and the contacts you identify may be called to confirm your employment

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 reception@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.

Individual Claim

Should you have already completed your course and paid in full you can still claim and receive reimbursement if you are deemed eligible.

Those individuals that have paid full price for their course and were unemployed at the time of completing the course and have since gained employment in the construction industry within 12 months of completing their course can make an individual claim for reimbursement of the subsidy amount.

You will need to lodge an individual claim through the CTF portal at:

<https://ctf.wa.gov.au/funding/upskilling-short-course-funding>

You will be required to register on the portal and create a password for your login.

Once logged in go to: **“Submit a claim”** then choose **“Individual Claim”**

Under Individual Claim select **“Training Claim”** You will be required to upload a paid invoice from RMS identifying the course and a **“Statement of Attainment”** for the course completed

You will also be required to select the unit of competency that you have achieved in your course from a drop down menu and as there are so many and not alphabetically listed we recommend you type the unit code into the search bar.

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

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Information Guide

Eligibility

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What is 'construction work'?

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

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

Work Type (including new construction, renovation, alteration, relocation)	Purpose			Resources
	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	n/a	n/a	✓	✗
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	✓	✓	✓	✓ <i>(active mine sites excluded)</i>
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	✓	✓	✓	✓
Fences, other than fences on farms	✓	✓	✓	✓
*Routine or minor maintenance	✗	✗	✗	✗
*Scheduled maintenance	n/a	✓	✓	✗
*Shutdowns, turnarounds	n/a	✓	✓	✗
Operational work	n/a	✗	✗	✗

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

What construction work is subject to the CTF Levy?

Residential construction	Commercial construction	Engineering construction work
<p>Defined in the regulations as:</p> <ul style="list-style-type: none"> Construction work on or resulting in a building that is intended to be used predominantly for residential purposes. 	<p>Defined in the regulations as construction work that:</p> <ul style="list-style-type: none"> 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"> People Plants Machinery Goods Livestock. 	<p>Construction work on or resulting in a:</p> <ul style="list-style-type: none"> A road, railway, airfield or other structure for the passage of persons, animals or vehicles; 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; Any structure for the storage or supply of water or for the irrigation of land; Any structure for the conveyance, treatment or disposal of sewage or of the effluent from any premises; 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; A bridge, viaduct, aqueduct or tunnel; A chimney stack that is not part of a residential or commercial building, a cooling tower, drilling rig, gas holder or silo; A pipeline; A navigational light, beacon or marker; A structure for the drainage of land; A structure for the storage of liquid or gas; A structure for the transmission of wireless or telegraphic communications; A fence, other than a fence on a farm; A grandstand, stadium or swimming pool; A structure for the generation, supply or transmission of electric power.

What construction work is excluded from the CTF Levy?

The following works are excluded from the CTF levy:

- Construction work which has a total value of \$20 000.00 (including GST) or less
- 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
- Agricultural work
- Government work
- Resources operational work.

Agricultural work	Government work	Resources operational work
<p>Work directly associated with:</p> <ul style="list-style-type: none"> • The care, conservation or rehabilitation of agricultural land; <i>or</i> • 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 <i>not</i> be employed or engaged for remuneration to perform any part of the work, but does <i>not</i> include work for which a permit is required. 	<p>Work carried out:</p> <ul style="list-style-type: none"> • By a government authority; <i>or</i> • For or on behalf of a government authority by: <ul style="list-style-type: none"> ○ An officer or employee of a government authority; <i>or</i> ○ Another government authority 	<p>Except where the work is on, results in, or otherwise relates to, a <i>residential or commercial</i> facility, resources operational work includes:</p> <ul style="list-style-type: none"> • Work associated with exploration or drilling for resources; • Work associated with exploration or drilling for the purposes of a geosequestration process; • Work on or resulting in an unsealed haul road or track that is associated with a resources operation; • Work on or resulting in a structure that is: <ul style="list-style-type: none"> (i) for the storage, treatment, supply or disposal of non-potable water; and (ii) associated with a resources operation; • Work on or resulting in a structure that is: <ul style="list-style-type: none"> (i) for the storage of tailings, overburden or waste; and (ii) associated with a resources operation; • Work for the excavation or back-filling of soil or overburden that is associated with a resources operation; • Work for the environmental remediation, restoration or rehabilitation of ground disturbed by a resources operation; • Work for the closure or decommissioning of 1 or more resources facilities (including work associated with environmental remediation, restoration or rehabilitation); • Work for the repair or maintenance of 1 or more resources facilities; • 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: <ul style="list-style-type: none"> (i) the alteration or renovation of 1 or more resources facilities; (ii) the replacement of 1 or more resources facilities that have been, are being or are to be closed or decommissioned; (iii) the relocation of 1 or more resources facilities; (iv) any combination of the activities referred to in subparagraphs (i) to (iii).

Key points to note

Eligibility criteria

- 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.

Who is ineligible for CTF's training subsidies?

Ineligible individuals and/or business and companies 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.

What are the eligibility criteria if the participants are unemployed?

An unemployed individual seeking to claim a CTF training subsidy through our [Upskilling and Short Course Funding program](#) must be able to:

- Demonstrate that they have since the training secured employment/work in WA's 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, including a confirmed start date and pending successful completion of the training course.

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

Contact us

We're here to help!

- For general queries: info@ctf.wa.gov.au
- For levy-related queries: levycompliance@ctf.wa.gov.au
- (08) 9244 0100
- www.ctf.wa.gov.au



Bulk Billing
CTF Participant Information Required

Participant Information	
Full Name	
USI	
DOB	
Email Address (personal)	

Employment Information		
Employed	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Employer name		
Employer email		
Employer phone		

Job Site Details <i>(at least 5 days of work in the month prior to course completion date to be substantial)</i>					
Project name					
Work site address					
Lead contractor					
Description of works					
Job role					
Start date on site					
Finish date on site					
Project Sector <i>(select one)</i>					
Residential <input type="checkbox"/>	Commercial <input type="checkbox"/>	Mining & Resources <input type="checkbox"/>	Engineering <input type="checkbox"/>		
Project type <i>(select one)</i>					
Construction <input type="checkbox"/>	Demolition <input type="checkbox"/>	Maintenance <input type="checkbox"/>	Installation <input type="checkbox"/>	Reconstruction <input type="checkbox"/>	Renovation <input type="checkbox"/>

Participant Eligibility Checklist

The checklist determines whether a participant is eligible to access the CTF Subsidy/rebate by demonstrating the work they do within the WA Construction Industry.

Name	
Job Title	

At the time of training, were they working in the WA Construction* Industry?

- No Yes

Was the majority of this work undertaken in a workshop or onsite?

- A combination of workshop and onsite or onsite?
 Workshop

Select (ONE) of the types of work they undertook the majority of the time.

- Construction Work
 Exploration for Resources
 Resources/Mining, Facilities Decommissioning
 Building or Maintenance of Ships
 Work on Elevators and Escalators
 Minor/Routine maintenance

***Note:** Working in the "Construction Industry" means working on site and being involved in construction, erection, installation, reconstruction, re-erection, renovation, alteration, demolition, or maintenance and repairs.

Supervisor Details

Please provide the following details for the construction worksite you were working at immediately prior to the training course.

Employer/Company name	
Supervisors name	
Supervisors email address	
Supervisors contact number	
Worksite Postcode	

COURSE CATEGORY	COURSE NAME	TOTAL COST	CTF SUBSIDY	CUSTOMER PAYMENT
High Risk	Elevated Work Platform	\$515*	\$248	\$267
	Forklift	\$515*	\$248	\$267
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)	\$1,200	\$186	\$1,014
	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 \$1,740 for our 8 hour package