

Try a Trade Terms and Conditions 2019

The Try-A-Trade (TAT) program is a Construction Training Fund (CTF) initiative, which provides a practical interactive trade experience to targeted high school students.

Definitions

Program – Includes Try a Trade as a concept, for the duration of this agreement.

Course – Means an individual (usually three day) instance of Try a Trade.

Semester – Either of two periods into which a year is divided at a school. Division determined by the WA Department of Education.

RTO – Registered Training Provider/Organisation or Training Provider, TAFE or similar. Those coordinating and delivering the TAT program

Key Documentation

- a. [2019 RTO Survey](#) – to be completed with each TAT program delivered and submitted as part of claim
- b. [2019 Student Survey](#) – to be completed by each student and submitted as part of claim
- c. [2019 TAT Media Release Form](#) – to be completed and signed by a parent/guardian and submitted as part of claim

Essential Program Expectations

The RTO shall;

1. Only deliver trades within its scope of registration.
2. Design and deliver a course which reasonably simulates a trade environment, appropriately modified for delivery to school students from year nine and ten.
3. Prior to any delivery each semester, provide The CTF with an anticipated semester course scheduling and locations; then,
4. Adhere to the marketing provisions set below.
5. Adhere to the invoicing provisions set below.
6. Follow the “Essential steps for each course” included in the corresponding agreement.
7. ***Try-A-Trade is not available to a student currently enrolled in a Construction VETiS qualification or already enrolled in any construction program the following calendar year.***
8. Confirm each course is going ahead and the schools attending *one week prior to its commencement* and notify the CTF via tso@ctf.wa.gov.au

Individual Course Deliverables and Pricing¹

9. TAT courses may only be delivered between March and October inclusive.²
10. One week prior to each course and concurrently with course confirmation; Disseminate:
 - a. The student surveys to the trainer;
 - b. and media release forms to the school's ready to be returned at course commencement.
11. The CTF shall be promoted as the 100% funding body (see **Marketing** for guidelines).
12. Students, Parents, Guardians or the Schools; shall not be financially or otherwise charged to attend TAT.
13. Typically, three days in length.³
14. Price structure can be found in the corresponding MOU.
15. RTO may deliver up to the maximum allocation provided by the CTF.

¹ Applies to an individual Try a Trade course instance.

² This applies to courses generally and should not be taken to mean that it applies to the duration of this agreement. This agreement only applies the semester named herein.

³ Invoicing prices can be found on the summary table. 1-day variants to TAT which cover Civil and Construction Business sub-sectors are available.

- a. *Maximum allocation found in the corresponding MOU*
- b. *CTF may approve additional courses*

16. Courses may be run at the RTO Campus, Trade Training Centre, or the school if the training provider, subject to the agreement, deems adequate facilities are available.

Marketing

17. All marketing material shall be approved by CTF with:

- a. *RTO shall clearly and prominently display the CTF logo*
 - a) *Logo (.jpeg or similar) will be provided upon request*
- b. *The CTF logo must be at least equal in size to the corresponding RTO logo on all TAT marketing material*
- c. *Clearly state TAT is fully funded by the CTF*

18. Any media such as photos taken during the TAT shall be shared between the CTF and the RTO.

Claims and Invoicing

19. RTO shall raise an invoice and submit a claim within 21 days of each TAT's final day of course delivery to students.

- a. CTF will honour "late" claims, however 3 claims/invoices received not in accordance with these terms shall leave the agreement open to a discretionary cancellation by CTF.
- b. Claims received after a full financial year has elapsed, e.g. 16-17FY invoiced/claimed in 18/19FY shall not be accepted.⁴

20. All claims will be submitted through the online claim portal. CTF shall provide technical claim portal training (including portal web address).

21. Your claim needs to include the following four items lodged simultaneously via the online portal:

- a. Attendance
- b. Surveys
- c. Media Release forms
- d. Invoice (GST inclusive) which includes:
 - i. *Trades (skills set) delivered e.g. carpentry, bricklaying, civil, etc.*
 - ii. *School contact*
 - iii. *Date of delivery*
 - v. *Location of delivery*
 - v. *Trainer who delivered the course*

22. No claim will be processed when received outside of the portal process.

- a. Recovery invoices generated because of unsupported invoicing will be forwarded to the signatory of the MOU
- b. It is the RTO's responsibility to notify their accounts (whether internal or external) of the appropriate invoicing procedure. As your RTO's representative, continued non-conformance with this agreement by your accounts representative shall be treated as a non-conformance by the RTO. 3 claims/invoices received which are not in accordance with this essential term shall leave the corresponding agreement open to a discretionary cancellation by CTF. Viz, all pending scheduled TAT's will be cancelled.

23. CTF shall pay invoices within 31 days of receiving an appropriately submitted claim (refer to process described above).

⁴ Example only, applies to all future years.

Continuous Improvement and Review

24. Identify areas for improved student engagement.
25. Trade experiences should reflect the modern construction worksite/place.
26. CTF may provide feedback after visiting a course. It is expected the feedback will be enacted for future courses.
 - a. CTF realises the trainers are trade professionals therefore feedback will not usually be technical in nature.
27. Feedback from CTF on administrative processes are intended to ensure accurate record keeping and timely invoice payment. Feedback on administration should be enacted immediately.

Targeting

28. Inform the school TAT is aimed at all students, accordingly, all students should be made aware of and offered a place.
29. Students should have **genuine interest** in the possibility of a career in construction or be unsure of career options.

The Construction Training Fund

The CTF shall:

30. Promote Try a Trade to schools within the course of our regular business.
31. Provide current CTF branding, primarily electronic, which may be used in marketing.
32. Manage the payment of invoices within a timely fashion.
33. Provide an Industry Training Advisor to conduct a brief career presentation to the TAT students.
34. Provide advice in relation to the interpretation of this agreement.
35. Provide feedback where appropriate.
36. Aid and advise in relation to the claims process within reason.
37. Provide a performance report when or if circumstance requires.
38. Internally evaluate the performance of Training Providers in relation to this agreement.
39. Determine future funding considering past performance, industry need, administrative capability, and quality of past course delivery.