

CLAIMING

The following application must be completed per course:

- 1 – Complete claim details, reads and signs the declaration;
- 2 – Complete Site details (**sites worked on prior to course commencement**)
Employed at the time of training – Minimum 3 months of site detail;
Unemployed at the time of training – Minimum 6 months within past 12 months
- 3 - Return to CTF

Attachments

- Paid invoice(s) and / or payment receipt(s) from the private registered training provider;
- Statement(s) of Attainment/Certificate(s)
- **If unemployed at the time of training** - Work History

Post: CTF

PO Box 303 CLOVERDALE WA 6985

Email

inquiries@ctf.wa.gov.au

Fax

9244 0199

ELIGIBILITY IS DETERMINED AFTER A CLAIM IS RECEIVED – SEE OUR GUIDELINES FOR THE CRITERIA

HOW YOUR CLAIM IS MANAGED

1. When all required documentation is received by the CTF, your claim is assessed by the Program Administration Officer against eligibility criteria.

Your claim may be returned if all required documents are not submitted or if additional, supporting information is required.

2. If your claim is approved, payment will be made from 30 days of all invoices and accurate documentation being received

Please note: claims for rebate must be submitted within 12 months of undertaking the course.

USE AND DISCLOSURE OF PERSONAL INFORMATION

Any personal information we collect on this form will only be used or disclosed for the primary purpose from which it was collected.

In some limited circumstances, we may also need to use or disclose personal information for other specific purposes, for example where required to do so by law, for example pursuant to the Freedom of Information Act 1992 or in response to a subpoena.

The CTF has now launched an online portal where all claims can be lodged electronically. Please see ctf.wa.gov.au – login page for more information.

Participant Details

| | | | | |
|--------------|----------------|---------------------------------------|------------------|------------|
| First Name | Last Name | Date of Birth | Email*MANDATORY* | |
| | | | | |
| Address | | Suburb | Postcode | |
| | | | | |
| USI Number | Phone / Mobile | Employment Status (at time of course) | | |
| | | Employed | Unemployed | * |
| EFT Details | | | | |
| Name of bank | Branch | Account Name | BSB | Account No |
| | | | | |

Course Details

| | | | | |
|-------------------|-------------------|-------------------|-----------------|--|
| Course Name | Course Cost | Training Suburb | | |
| | | | | |
| Training Provider | Duration in Hours | Course Start Date | Course End Date | |
| | | | | |

Survey

| | | | | | | | |
|---------------------------------------|---|---|---|---|--|--|------------|
| Overall Satisfaction with the course: | | | | | How will you use the skills gained through this training | | |
| 1 | 2 | 3 | 4 | 5 | In current employment | | Upskilling |

DECLARATIONS

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

- The individuals and/or companies included in 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 that CTF may require additional information and/or contact parties nominated in this application for compliance purposes;
- 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;
- 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 providing false or misleading information may result in CTF dismissing this claim and/or legal action.
- The Individual on this form is responsible for the accuracy and compliance of the above EFT details with all applicable laws;
- The Individual on this form is responsible for notification in writing to the Construction Training Fund of any changes to the above EFT details. Reasonable notice of change is required;
- The Construction Training Fund reserves the right to terminate or suspend this EFT payment method and to pay by cheque or any other method which the CTF may determine from time to time;
- The CTF will not be responsible for any delays in the payment or errors due to factors outside of its control including delays in the banking system or errors in the account details supplied;
- The Individual on this form agrees to repay the Construction Training Fund any payments credited to the Individual in error

Signature

Name

Date

PLEASE ENSURE SITE DETAILS (PAGE 3) IS COMPLETED – ELIGIBILITY CAN NOT BE DETERMINED WITHOUT IT

Site Details

Sites worked on prior to course commencement

| Employer / Contractor Company Name | | Employer / Contractor Email | Employer / Contractor Number | Job Description (building / structure type purpose) | | | | | | | | | | | |
|------------------------------------|-----------------------|--------------------------------------|------------------------------|---|--------------------------|-------------|------------|------------------------|---------------------|-----------------------|--------------------------------|------------------------------|-----------------------------|-------------------------|--|
| | | | | Houses | Shops | Religious | Harbours | Mining | Drainage of Land | Pile Driving Pile | Telecommunications | Recreation | Other Residential Buildings | | |
| Job Role | Job Location (suburb) | Job Address (Street / Project Title) | Job Start Date | Job End Date | Pool/s | Offices | Health | Water Storage / Supply | Pipelines | Engineering /Railways | Electricity | Storage for Liquids or Gases | Factories | Other Business Premises | |
| | | | | | Hotels | Educational | Bridges | Sewerage / Drainage | Navigational Lights | Airports | Roads, Highways / Subdivisions | Entertainment / Recreational | Other Heavy Industry | Other | |
| Job Type: | | | | | | | | | Sector: | | | | | | |
| Construction | Demolition | Maintenance / Repairs | Installation | Reconstruction | Renovation / Alterations | Housing | Commercial | Engineering | Resources | | | | | | |

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