

DIRECT INDENTURE CLAIM PROCESS

Employer support

The Construction Training Fund makes three payments to an employer during an apprenticeship:

- 1) Six months after the start of the apprenticeship/traineeship;
- 2) Half way / Mid point through the nominal term; and
- 3) On successful completion of the apprenticeship/traineeship.

How to claim

Tick (✓) the relevant box for i) commencement; ii) mid-point; or iii) completion claim payment on the Claim Form and read and sign the declaration. If the apprentice or trainee is employed with you at the time of completing this form, you must attach a copy of their most recent payslip. The payslip is only for CTFs verification process and will not be used for any other purpose. Send the completed Claim Form to CTF by post, email or fax.

Post	Construction Training Fund PO Box 303 CLOVERDALE WA 6895
Email	inquiries@ctf.wa.gov.au
Fax	9244-0199

How your claim is managed

When all required documentation is received, CTF will assess your claim against the eligibility criteria. Your claim may be returned if all required documents are not submitted or if additional information is required. Once your claim is approved, a payment will be made. Claimants should allow up to 30 days for CTF to process and make your payment.

(Note: Claims can only be made up to 12 months after a due date. Claims made after this time will not be honoured)

Payment methods

- Payments are made by EFT. The CTF will request EFT details when / if claim is approved for payment and EFT details are not on file.

Claim checklist

- i) Completed and signed Claim Form
- ii) Copy of apprentice/trainees MOST recent payslip
- iii) Copy of Pre-Apprenticeship Award Certificate (if applicable)
- iv) Work History Form (if applicable)

Further Information

It is important that all claimants are familiar with the terms and conditions of the CTFs direct indenture program before submitting a claim. The grant provided to an employer is not an entitlement and CTF may be required to make adjustments to the value of the grant which may affect the amount paid to an eligible employer during the term of indenture.

Please refer to the Levy and Funding Guidelines document, which is available for review and download on CTFs webpage (<https://ctf.wa.gov.au/industry/funding-support/>)

Use and disclosure of personal information

Any personal information will only be used or disclosed for the primary purpose for 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; pursuant to the Freedom of Information Act 1992; or in response to a subpoena.

DIRECT INDENTURECLAIM

Employer Details

Trading Name							
Legal Name							
Contact Name				Phone			
Address (postal)*				Suburb/City		Post Code	
Email				A.B.N.			
Sector (majority of works)	HOUSING <input type="checkbox"/>	COMMERCIAL <input type="checkbox"/>	ENGINEERING CONSTRUCTION <input type="checkbox"/>	RESOURCES <input type="checkbox"/>			

Apprentice/Trainee Details

Apprentice / Trainee Name	Trade	Date of Birth	INSTALMENT #			Pre-Apprenticeship Bonus (if applicable*)	TRANSFERS ONLY Transfer Date
			1 COMMENCEMENT	2 HALF WAY	3 COMPLETION		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

- ***Pre-Apprenticeship Bonus** is only applicable for commencements. Check the box if any of the above have completed an eligible pre-apprenticeship or VET in Schools program. For apprentices / trainees registered on or after **1st July 2014** who are graduates of an eligible pre-apprenticeship or VET in Schools program and were employed in a recognised trade within 12 months of completing the qualification, please provide a copy of the award certificate.
- ***Payslip** is required to demonstrate employment of apprentice / trainee preferably their most recent payslip or if they have left the company, a payslip just prior to their termination.

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 by me in this application against the eligibility requirements documented in the Guidelines;
- The apprentices/trainees and company 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;
- The apprentices/trainees included in this application was/were employed under the terms of a training contract lodged with the Department of Training and Workforce Development at the time of signing this declaration or the transferred date nominated on this form;
- 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.

Name	Position Title	Signature	Date