



**SUPPORT FOR  
EXCELLENCE IN TRAINING  
GUIDELINES  
10 November 2020**

# Construction Training Fund Support for Excellence in Training

The Construction Training Fund provides funding support for eligible organisations (listed below) rewarding excellence in training at an event or awards night.

## 1.1 Guidelines and terms for support

### *Organisations*

1. Must have active and direct involvement in the employment and/or training of apprentices/trainees in the West Australian construction industry.
2. Only applications from the following organisations shall be considered:
  - a. Membership organisations
  - b. Group Training Organisations
  - c. Registered Training Organisations
3. Applications shall be made by organisations on behalf of construction based employees in training

## 1.2 Funding

1. May have awards in various categories (apprentices, trainees, employers who promote training generally and safety, site or office based)
2. Each award type is capped at \$500 per recipient
3. You may have multiple awards within a category
4. \$5000 maximum claim available with 20% from the total claim value to be available for event administration. E.g. \$1000 or \$5000 leaving \$4000 for actual awards.

## 1.3 Excellence in Training Award Recipients

1. Recipients shall be drawn from either:
  - a. Apprentices and Trainees whose employers are eligible for direct indenture grants; or,
  - b. Students eligible for the VETiS and Pre-App Scholarship.
  - c. Employers/Host employers who promote excellence in training, safety training, or have helped develop a safety culture.

## 1.4 Awards Event

1. Organisations granted support from the Construction Training Fund must agree to have the Award(s) presented to recipients as a *Construction Training Fund Awards for Excellence in Training*, as part of a formal Awards program.

2. Where possible the Construction Training Fund would like to attend and present the awards from this application. Upon approval of this application CTF will inform you of our attendance. Please include the additional cost of our attendance on your invoice.<sup>1</sup>

## 1.5 Making a Claim

1. Login to your account on [www.ctf.wa.gov.au](http://www.ctf.wa.gov.au)
  - a. Note: portal registration process next to sign in section if you are not already registered
2. Once logged in, download PCP spreadsheet and populate relevant fields.
  - a. Remember! Max \$500 per award.
3. Save Spreadsheet to desktop, do not rename it.
4. Upload excel spreadsheet.
5. Follow prompts.
6. Notify [ITA@ctf.wa.gov.au](mailto:ITA@ctf.wa.gov.au) you have made a claim for a faster response.

## 1.6 Invoicing

1. Funds will be paid to the organisation following approval of the application and receipt of a valid tax invoice uploaded through the claims portal found at [www.ctf.wa.gov.au](http://www.ctf.wa.gov.au)
  - a. You will be notified when your claim has been approved or if amendments are required.
  - b. Where you have received a request for amendment, CTF will provide instruction specific to your circumstance.
  - c. Where your claim has been approved, you will need to locate you

## 1.7 Multiple and/or Regional Applicants

1. Regional and/or affiliate branches that may exist within Western Australia will be considered within the one application.
2. You may apply on the behalf of more than one organisation. Your organisation will assume responsibility for all applications contained herein.
  - a. Each organisation has up to the full funding support available.

## 1.8 Promotion and publicity

1. The Construction Training Fund will provide an electronic logo on request for use in event publications.
2. Any media from the event which you can forward to the Construction Training Fund is appreciated and may be used in our various promotional campaigns.

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<sup>1</sup> Any additional attendance costs associated with a CTF staff member attending shall not impact on your funding and in circumstances where awards and event funding has reached the \$5000 combined cap, additional CTF attendance costs may be added over and above the cap.