

## Try a Trade - Terms and Conditions

The Try-A-Trade (TAT) program is a Construction Training Fund (CTF) initiative, which provides a practical and 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 in which a school year is divided. Determined by the Department of Education.

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

### Key Documentation

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

### 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.
4. Adhere to the marketing provisions described below.
5. Adhere to the invoicing provisions described below.
6. Follow the "Course Checklist" included within the MOU.
7. **Not make TAT available to students currently enrolled in a Construction VETiS qualification or already enrolled in any construction program the following calendar year.**
8. Notify CTF via email of any cancellations as soon as possible - [ita@ctf.wa.gov.au](mailto:ita@ctf.wa.gov.au)

### Individual Course Deliverables and Pricing

9. Courses may only be delivered between March and November inclusive.<sup>1</sup>
10. Prior to each course the RTO must:
  - a. Provide student / RTO surveys to the trainer;
  - b. Collect signed media release / enrolment forms from school's
  - c. Confirm bookings with school and CTF
11. RTO's must promote TAT as 100% funded by CTF (see **Marketing** for guidelines).
12. No student, parent, guardian or school shall be charged to attend a TAT.
13. TAT must be three consecutive days in length.<sup>2</sup>
14. The "Price Structure" and "Course Checklist" can be found in the corresponding MOU.
15. RTO's may only deliver up to the maximum allocation provided by the CTF<sup>3</sup>

<sup>1</sup> CTF allocates courses on a semester by semester basis. Semester dates are determined by The Department of Education.

<sup>2</sup> Invoicing prices can be found on the summary table.

<sup>3</sup> CTF may approve additional courses depending on the circumstances.

16. Courses can run at the RTO Campus, Trade Training Centre, or the school if the facilities are adequate.

### Marketing

17. All TAT marketing material must be provided to CTF for approval with:

- a. CTF logo displayed equal size to that of RTO logo
- b. (can be provided upon request)
- c. Wording "Try A Trade is 100% funded by 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's must submit a claim within 28 days of a TAT's final day of course delivery.

- a. Honoring late claims remains completely at the discretion of CTF.
- b. Claims received after a full financial year has elapsed will not be accepted.

20. All claims must be submitted through the CTF claim portal. CTF shall provide technical training and assistance to anyone requiring it.

21. TAT claims require the following documentation to be submitted via the 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*
  - iv. *Location of delivery*
  - v. *Trainer who delivered the course*

22. Claims will not be processed if they are received outside of the portal process.

- a. Invoices received without a claim being lodged will not be paid.
- b. It is the RTO's responsibility to notify their accounts department of the appropriate invoicing procedure. Failure to comply with their MOU and these Terms & Conditions may lead to the cancellation of all future (and scheduled) TAT's.

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

### Continuous Improvement and Review

24. RTO's must identify areas for improved student engagement.
25. Trade experiences should reflect as much as possible a construction worksite.
26. CTF may provide to feedback to RTO's after visiting a course. It is expected the feedback will be enacted for future courses.
27. Feedback from CTF on administrative processes are intended to ensure data is captured as accurately as possible to ensure reports provided to the CTF Board are a true reflection of the program is performing. Therefore, any feedback on administration should be acted upon immediately.

### Targeting

28. RTO's must inform schools that TAT is available for VET and ATAR bound students and market it accordingly.
29. It is imperative that RTO's create solid working relationships with schools to ensure;
  - a. Students genuinely interested in a construction career are offered an opportunity to participate in the program.
  - b. Schools understand what is expected of them.

### The Construction Training Fund

The CTF shall:

30. Promote Try a Trade and RTO's approved to deliver the program to schools, students and parents.
31. Provide current CTF branding for marketing purposes.
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. Suggest feed where appropriate for continuous improvement.
36. Aid and advise in relation to the claims / invoice process.
37. Internally evaluate the performance of Training Providers in relation to this agreement.
38. Determine future funding considering past performance, industry need, administrative capability, and quality of past course delivery.