



EXCELLENCE IN TRAINING

2020

GUIDELINES AND APPLICATION PACK

Construction Training Fund Support for Excellence in Training 2020

The Construction Training Fund (CTF) provides funding support for eligible organisations recognising the achievements of eligible apprentices and trainees at an event or awards night.

Guidelines and terms for support

Applicants for CTF Excellence in Training support must have active and direct involvement in the employment and/or training of apprentices/trainees in the West Australian construction industry and may include

- a. Membership organisations
- b. Group Training Organisations
- c. Registered Training Organisations

Regional and/or affiliate branches that may exist within Western Australia will be considered within the one application.

Recipients should be drawn from either:

- a. Apprentices and Trainees whose employers are eligible for the CTF Employer Grants Program; or,
- b. Students eligible for the VETiS and Pre-App Scholarship

The value of each CTF award should not exceed \$500. Applicants can apply for a maximum of \$4,000 in funding for awards. An additional amount of 25% of the total awards funding can be claimed to support costs.

Awards Event

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

Where possible, the awards should be co-presented by CTF at the Awards function. Please include the additional cost of our attendance on your invoice.¹

Invoicing

Once the application has been approved, CTF will make payment upon receipt of a valid tax invoice

Promotion and publicity

The CTF will provide an electronic logo on request for use in event publications. Any media (pre-event promotions, post event photographs/video) that can be made available to the CTF is appreciated and may be used in our various promotional campaigns.

¹ 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.

APPLICATION
Construction Training Fund Support for Excellence in Training program

Organisation			
Address			
Contact name			
Phone		Fax	
Mobile		Email	
Awards presentation date		Venue	
CTF representative required for awards presentation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Ticket cost to be purchased

Award information			
Award Name	Recipient if known	Award (\$)	Qualification
Sub-total::			
25% of awards = Event funding			<i>Ex GST</i>
Total:			<i>Ex GST</i>

On behalf of the organisation/s making this application, I understand the CTF's Guidelines for Support for Excellence in Training and agree to the terms of support as outlined.

Name	
Signature	
Date	

Applicants seeking CTF Support for Excellence in Training are encouraged to contact the CTF to discuss organisational requirements prior to applying.

Please send your completed application to inquiries@ctf.wa.gov.au

<i>*office use only</i>			
Approved by:	Signature:	Date:	Total Funding Request \$
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>