

Keystone Tasmania 2025-26 Training Funding Policy

The Keystone Tasmania Training Funding Policy establishes the eligibility and administrative requirements for training rebate applications submitted under the Keystone Tasmania 2025-26 Training Plan. The Training Funding Policy will be reviewed annually.

This Training Funding Policy takes effect from 1 July 2025 and does not apply retrospectively to funding agreements or training funding applications previously approved by Keystone Tasmania.

1. Who We Fund

Eligibility

A business is eligible to apply for Keystone Tasmania funding if it meets all the following conditions:

- The business's principal activity (i.e. greater than 90 per cent of business activity) is assessed as being on-site building and construction work as defined in Schedule 2 of the *Building and Construction Industry Training Fund Act 1990*, or the business is a joinery
- The business holds and operates under a current ABN
- The business organises and pays for the cost of the training for its employees or for itself, in the case of a sole trader or partnership, and
- The business maintains its eligibility throughout the rebate application approval period.

Group Training Organisations can apply for Keystone Tasmania training rebates with respect to training for apprentices engaged in on-site building and construction industry work.

Important note: For avoidance of doubt, the following businesses and business employees are not eligible for Keystone Tasmania funding:

- *Labour hire companies¹*
- *Professions not performing on-site building or construction work, or*
- *Employees whose primary residence is not in Tasmania.*

¹ excluding business entities established to be the employer of staff within an organisation

2. What We Fund

Training Eligible for Keystone Tasmania Training Rebates

Training that is eligible for Keystone Tasmania rebates is set out in the Keystone Tasmania 2025-26 Training Plan. Eligible training can be:

- Non-accredited and accredited training courses up to the equivalent of Australian Qualification Framework Level 6 (Advanced Diploma level) delivered by Keystone Tasmania-approved training providers
- Training that is delivered by Keystone Tasmania-approved training providers (approved training providers can be found on the Keystone Tasmania website), including:
 - Registered Training Organisations or training providers operating under an auspice agreement
 - Appropriately qualified training providers that are not Registered Training Organisations
- Training delivered using in-person, online, or hybrid delivery models, or
- Training that is deemed to be specific and/or critical to the building and construction industry unless otherwise specifically included in the Training Plan.

Training Ineligible for Keystone Tasmania Training Rebates

- Qualifications offered and funded as apprenticeships or traineeships
- Certificate II, III, IV, Diploma and Advanced Diploma qualifications that are already subsidised by Skills Tasmania or another funding source, with the exception of Certificate IV in Training and Assessment and Certificate IV in Work Health and Safety
- Coaching or training for groups less than four
- Site inductions or worksite-specific training
- Training or accreditation that primarily involves assessment, such as Recognition of Prior Learning or Verification of Competency, and/or
- Training for brand- or vendor-specific products

Important note: Training must be apolitical and not of an industrially strategic nature. Training sessions found to contain denigration of or discrimination against any group or individual may result in the suspension or withdrawal of approvals of courses provided by that training provider.

3. How We Fund

Training Plan

Section 34 of the *Building and Construction Industry Training Fund Act 1990* sets out the requirements for Keystone Tasmania's Training Plan for each financial year. The purpose of the Training Plan is to improve the quality of training and to increase the level of skills in the building and construction industry.

To enable effective financial management of the Training Plan, approval of Keystone Tasmania rebates may be subject to an annual cap allocated to each training category and/or study area. Once rebate applications have reached the annual cap then businesses and training providers will be advised of the changed status of training rebate availability, the Keystone Tasmania website will be updated, and no further rebate applications will be approved.

Training Rebate Funding

One or a combination of the following rebate calculation methods may be specified in the Training Plan:

- a percentage of training course cost (excluding any incidental travel, fuel, accommodation, meals, venue hire, equipment hire, or wages for attendees)
- a fixed rate per course, and/or
- a fixed daily or hourly rate per course.

Training Rebate Application Process

The rebate funding process is conducted in two stages:

1. **Submit:** A rebate application is submitted by the eligible business through the Keystone Tasmania website at least three business days prior to training commencement.
2. **Upload Evidence:** On completion of training, the application is finalised through the Keystone Tasmania website enabling authorisation of the training rebate payment to the business in accordance with Keystone Tasmania's standard payment terms.

Important note: retrospective rebate applications will not be accepted.

Training Rebate Application Submission and Approval

Generally, a rebate application can be submitted for a full course or for specific units of a course if individual training units are offered by the training provider, provided that the required evidence for those units can be obtained (see potential evidence requirements below).

For Advanced Diploma courses, rebate applications will only be approved for the full course.

A rebate application may not be considered received if it is incomplete or lacking the required supporting information.

Following submission, a rebate application approval will be provided to the applying business by email. This process will generally take 3-5 business days. It is recommended that approval is received prior to committing to a training course to ensure rebate availability.

The rebate application approval may be conditional on requirements to be met for payment of the rebate.

Training Rebate Payment

Upon successful training completion, required evidence must be uploaded by the business within 60 days after training completion.

Evidence we may require:

- Evidence of successful completion of training, such as a Certificate of Completion or Statement of Attainment
- Evidence of training cost paid by the business
- A tax invoice or other documentation accepted by Keystone Tasmania as being equivalent evidence of course cost from the training provider issued to the business, and/or
- Completed training feedback form.

Training Rebate Application Amendment

Amendments to an existing rebate application such as changes to training dates, participants or the eligible employer must comply with the following conditions:

- A written request for an extension of the course end date is required prior to application expiry
- Notification of changes to attendees must be provided in writing prior to training commencement, and



- For a change of employer, a verification document on company letterhead must be provided by the previous employer to confirm the transfer of Keystone Tasmania rebates to the new eligible employer.

Review of Decision

A business may request that a review of an application be conducted by the Chief Executive Officer, stating the grounds for that request. The Chief Executive Officer will make a determination on the review request based on the terms of this Training Funding Policy.

Should the applicant believe the determination of the Chief Executive Officer is inconsistent with this Training Funding Policy then an appeal may be lodged with the Chair of the Board via the Board secretariat (email@keystone.com.au) to review the determination. The decision of the Chair of the Board will be final.