

## Funding Policy

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### Purpose

The Funding Policy guides and determines Keystone's decision-making in respect of funding for training subsidy and project-based activities. Keystone Tasmania Board of Directors shall review the policy triennially.

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### Guiding Principles

#### Funding Model

The board has established a comprehensive, transparent funding model that connects Keystone's funding to identified industry need.

The model has a simple structure that can be easily articulated to industry.

The model is flexible, allowing the board to allocate a course/ qualification/ other activity to a category in response to changing industry needs.

The model facilitates operational transparency and equity by minimising discretionary funding decisions.

The model allows the board to strategically allocate funding based on real data and industry-identified needs.

Training or workforce development activity supported under any funding agreement must be apolitical, and cannot be industrially strategic in nature. If the board becomes aware that an approved training session has contained denigration of any group or individual, or derogatory commentary about any individual, the board may withdraw funding approval.

#### Training Plan

Section 34 of the *Building and Construction Industry Training Fund Act 1990* (the Act) sets out the requirements for Keystone's Annual Training Plan.

The purpose of the Annual Training Plan is to improve the quality of training and to increase the level of skills in the building and construction industry. The Plan sets out priorities for employment-related training and provides for allocation of money from the Fund.

The board will consult with Skills Tasmania, industry and peak associations to determine annual funding priorities. The board will also be informed by contemporary labour market data and demand projections.



Funding for training subsidy and project-based workforce development activity will be in accordance with Annual Training Plans and budgets approved by the Board.

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## Eligibility

### Employing companies

- An eligible company will be 90% or more involved in building and construction work as defined in Schedule 2 of the Act.
- Eligible companies include sole traders.
- Eligible companies will hold a current ABN.
- Employees of joinery operations will be eligible for funding, providing building and construction training packages and courses are being completed.

### Group Training Organisations (GTOs)

- The Board recognises GTOs as eligible employers in respect of apprentices hosted by eligible companies as defined in Schedule 2 of the Act.
- Where the GTO organises or delivers training to an eligible apprentice in their employ, the relevant employer host may elect to 'assign' to that GTO their Keystone subsidy.

### Labour Hire Companies

- Labour Hire companies are not eligible for funding under this policy.
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## Training subsidy

- The Board will return on average at least 60 per cent of levy revenue to direct training course subsidy.
- The Board will establish three categories for funding subsidy with a scaled percentage of course cost subsidised, reviewed annually by the Board.
- Subsidy payment priority will be given to Tasmanian-based companies, including branch operations, for their employees engaged in Tasmania.
- Priority for attendance at training funded by the board will be given to persons employed, directly or indirectly, in work regarded as building or construction as defined in Schedule 2 of the Act. This includes building surveyors directly involved in the approval process for on-site construction work.
- 'Indirectly' means people in other occupations can also receive training subsidy providing the business for which they work is at least 90 per cent involved in completing on-site building and construction work as defined in the Act.



- Where applications are likely to exceed the fund's capacity, the Board will determine priorities for funding and communicate those to industry and training providers.
- The Board will require evidence of successful course completion as a prerequisite for subsidy payment.
- Where the advertised cost of a training course increases by ten percent or more, the board will defer approval of funding for that course and will request justification.
- Training course subsidies will be paid to the employer, with the option for assignment of that benefit to GTOs, providers of Cert IV and Diploma qualifications, and where the volume of applications is such that it is administratively more efficient to do so. Assignment of Keystone benefit shall be confirmed by the employer.
- The board will approve internal/ in-house company training that meets the following criteria:
  - Is not training that is otherwise available through an RTO or other Keystone-approved training provider.
  - Is delivered by a suitably qualified and/or experienced person.
  - Is delivered in facilities suitable for the purpose.
  - Has clearly articulated learning outcomes.
  - Is complemented by appropriate quality learning materials.
  - Contributes to the general upskilling or multiskilling of participants i.e. is not related to company-specific policy, procedure, or operations.
  - Demonstrates transparency about the estimated cost for training.
  - Funding will be allocated to Category C and any approval will be valid for the application calendar year only.

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### Workforce Development Funding

- The Board will return on average 10-15 per cent of levy revenue to workforce development project funding.
- Workforce development projects will be funded through a combination of an EOI process targeting identified industry skill or qualification deficits, and approval of ad-hoc applications in response to industry demand.
- The board will allocate funding each year to the design, development and implementation of accredited and non-accredited courses to address identified skill or qualification deficits at the industry level.



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## Procedures

Applications for training subsidy will be managed via Keystone's online system at [www.keystone.com.au](http://www.keystone.com.au)

Applications for workforce development project funding will be managed via an advertised EOI process, or ad-hoc as required.

Evidence of successful completion of all funded training activities must be uploaded to Keystone's online applications system.

The board may conduct audits of applications for funding approval; applicants will be advised accordingly.

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## Review of Decision

An applicant who seeks review of a funding decision may request a review be conducted by the Chief Executive Officer, stating the grounds for that request. The CEO will consider that review request within the terms of this policy in making a final decision.

Should the applicant remain aggrieved after the review decision of the CEO an appeal may be lodged with the chairperson of the Board who may convene a Committee of the Board to consider the matters raised in the review request. The decision of this Committee will be final.

## DOCUMENT CHANGE HISTORY

Version Number	Conducted by	Approved by	Date	Description of changes
1	Board	Board	2018	'Funding for Training Policy and Procedures' approved
2	Board	Board	June 2022	Review and update policy to reflect funding model changes.