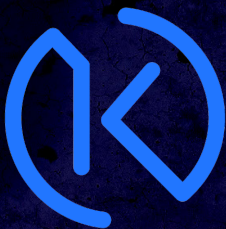




Building capacity. Building Tasmania.



Keystone
TASMANIA

KEYSTONE TASMANIA

2024-2025 TRAINING FUNDING POLICY

Keystone Tasmania

2024-25 Training Funding Policy

The Keystone Tasmania Training Funding Policy establishes the eligibility and administrative requirements for the Keystone Tasmania Training Plan and any other forms of funding. The Training Funding Policy will be reviewed annually.

This Training Funding Policy takes effect from 1 July 2024 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, and
- The business holds a current ABN and
- 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.

Group Training Organisations are eligible for funding from Keystone Tasmania and 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 companies*
- *Professions not performing on-site building or construction work*
- *Employees whose primary residence is not in Tasmania.*

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 2024–25 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
- Training that is deemed to be specific and/or critical to the building and construction industry unless otherwise specifically included in the Training Plan.

Important note: Keystone Tasmania is considering only approving Registered Training Organisations from the beginning of the 2025/26 financial year and will be consulting the building and construction industry and training providers on this potential change in 2024/25.

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
- One-on-one coaching or training for groups less than four
- Site inductions or worksite-specific training
- Assessment-only activities such as Recognition of Prior Learning or Verification of Competency
- 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 withdrawal of funding approval.

3. How We Fund

Training Plan

Section 34 of the *Building and Construction Industry Training Fund Act 1990* sets out the requirements for Keystone'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 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 Applications for Specific Courses

- Generally, a rebate application can be made 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 Funding

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 from the training provider
- Completed training feedback form.

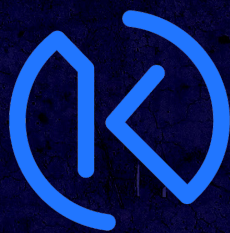
Workforce Development Project Funding

Keystone Tasmania is not accepting applications for project funding in 2024/25.

4. 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 who may convene a Committee of the Board to review the determination. The decision of this Committee will be final.



Keystone
TASMANIA

GPO Box 312, Hobart TAS 7001 | 1800KSTONE | email@keystone.com.au | www.keystone.com.au