



# Component B Training Plan

- For Head Contractors awarded State Government building and construction or civil and engineering projects.
- This Training Plan is due to the Department of Training and Workforce Development within four weeks of the contract being awarded.

Head Contractor:

Contract Name:

Contract Description:

Contract Number:  Contract award date:

Project Site Address:

Site Contact Person:  Position:

Phone Number:  Fax:

Mobile:  Email:

Project commencement date:  Anticipated completion date:

## Apprentice/Trainee Training Requirement

Number of Apprentices/Trainees required under Priority Start – Building (as stated in contract):

Names of Apprentices/Trainees employed for the duration of the contract:

<b>Name:</b>	<b>Certificate/qualification:</b>
<input type="checkbox"/> Indentured <b>OR</b>	
<input type="checkbox"/> Group Training Organisation	GTO Name:

  

<b>Name:</b>	<b>Certificate/qualification:</b>
<input type="checkbox"/> Indentured <b>OR</b>	
<input type="checkbox"/> Group Training Organisation	GTO Name:

  

<b>Name:</b>	<b>Certificate/qualification:</b>
<input type="checkbox"/> Indentured <b>OR</b>	
<input type="checkbox"/> Group Training Organisation	GTO Name:

  

<b>Name:</b>	<b>Certificate/qualification:</b>
<input type="checkbox"/> Indentured <b>OR</b>	
<input type="checkbox"/> Group Training Organisation	GTO Name:

**The Department of Training and Workforce development must be notified of any personnel changes with apprentices and trainees nominated on the Training Plan.**

Name of authorised person: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Completed forms can be emailed, faxed or posted to:

Priority Start – Building  
Department of Training and Workforce Development  
Locked Bag 16  
Osborne Park Delivery Centre WA 6916

**Fax:** (08) 6551 5040

### Enquiries:

Priority Start - Building Phone: 6551 5360

**Email:** [Programs.PS.Building@dtwd.wa.gov.au](mailto:Programs.PS.Building@dtwd.wa.gov.au)

# Component B Training Plan - Example

- For Head Contractors awarded State Government building and construction or civil and engineering projects.
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Head Contractor:	Priority Builders Pty Ltd		
Contract Name:	Learning Institute		
Contract Description:	Department of Training and Workforce Development - Learning Institute: Installation of a transportable office Building, 2 classrooms, a new library and staffroom.		
Contract Number:	335 123	Contract award date:	1/3/2010
Project Site Address:	Cnr Sanderson Street and Orchard Road, Donnybrook		
Site Contact Person:	Mary Lou	Position:	Site Manager
Phone Number:	9123 4567	Fax:	9123 6789
Mobile:	0412 345 678	Email:	mary.lou@priorityjb.com.au
Project commencement date:	10/3/2010	Anticipated completion date:	1/8/2011

## Apprentice/Trainee Training Requirement

Number of Apprentices/Trainees required under Priority Start – Building (as stated in contract):

2

Names of Apprentices/Trainees employed for the duration of the contract:

<b>Name:</b> John Smith	<b>Certificate/qualification:</b> Cert III in Plumbing
<input type="checkbox"/> Indentured OR <input checked="" type="checkbox"/> Group Training Organisation	GTO Name: MPA Skills
<b>Name:</b> Cathy Davis	<b>Certificate/qualification:</b> Cert III Carpentry and Joinery
<input type="checkbox"/> Indentured OR <input checked="" type="checkbox"/> Group Training Organisation	GTO Name: HIA Apprentices Limited
<b>Name:</b> Bob Crane	<b>Certificate/qualification:</b> School Apprenticeship Link
<input checked="" type="checkbox"/> Indentured OR <input type="checkbox"/> Group Training Organisation	GTO Name:
<b>Name:</b>	<b>Certificate/qualification:</b>
<input type="checkbox"/> Indentured OR <input type="checkbox"/> Group Training Organisation	GTO Name:

**The Department of Training and Workforce Development must be notified of any personnel changes with apprentices and trainees nominated on the Training Plan.**

Name of authorised person: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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# Guide to the Component B Training Plan

- For head contractors awarded State Government Building and Construction or Civil and Engineering Projects
- The Training Plan is due to the Department of Training and Workforce Development within four weeks of the contract being awarded

**Priority Start – Building** is a Western Australian State Government Policy designed to reduce skills shortages within the building and construction industry. The policy applies to all Head Contractors undertaking work on State Government building and construction projects including civil and engineering projects with a labour component in excess of \$300 000.

## Apprentice/Trainee Training Requirement

As successful tenderer, you are required to provide training opportunities for a specific number of apprentices or trainees as specified in your tender documents. *Component B* of the Priority Start – Building policy requires the submission of a training plan listing the names of the apprentices or trainees nominated for the project.

## Apprentice/Trainee Engagement Process

Head contractors can engage the number of apprentices/trainees specified in the tender documentation by direct indenture, engaging the services of a group training organisation, nomination from existing workforce or via sub-contracting arrangements.

These apprentices/trainees are required to work on the project site or undertake off-site work related to the project (e.g., pre-fabrication processes).

To ensure all apprentices/trainees are fully engaged in productive work for the duration of the contract, the head contractor has the option of placing these apprentices/trainees on any project site suitable to their training needs, either another government project site or a private project site. Head contractors can request assistance from sub-contractors in the placement of these apprentices/trainees.

Apprentices or trainees recruited as a result of the policy can only be nominated for one contract at a time, however once that nominated contract is completed they are eligible for re-nomination for any new projects.

## Head Contractor Responsibilities

- It is the head contractor's responsibility to ensure compliance with the **Priority Start – Building** policy. As compliance with the policy is part of the contractual terms, any breach of the policy will be treated as a breach of contract.
- It is the head contractor's responsibility to notify the Department of any changes to the Training Plan, including personnel changes with apprentices and trainees.

## Sub-contractor Responsibilities

- Sub-contractors are obliged to accommodate requests from head contractors to assist in providing work placement opportunities to apprentices/trainees recruited as a consequence of the Policy. Additionally, apprentices or trainees engaged by sub-contractors can be used to meet compliance.

## Further Information

Email [Programs.PS.Building@dtwd.wa.edu.au](mailto:Programs.PS.Building@dtwd.wa.edu.au) or contact Priority Start – Building on 6551 5360.