



Construction Training Fund (CTF) declaration in WAAMS

This user guide is for employers who have apprentices/trainees in qualifications that may or may not involve working in a construction environment.

What is the Construction Training Fund (CTF)?

CTF supports employers to reduce the cost of employing an apprentice/trainee in a range of construction occupations in WA. Employers **eligible for a CTF incentive** for an apprentice/trainee **are not eligible** to claim a Jobs and Skills WA Employer Incentive (the Incentive) for that apprentice/trainee.

The Department of Training and Workforce Development Apprenticeship Office determines an employer's eligibility based on CTF incentive. This determination is based on the qualification and work type the apprentice or trainee is undertaking. Please [visit the CTF website](#) for information or to apply for the CTF.

Why does my organisation need to make a declaration?

In some instances, CTF cannot make the determination based on the qualification alone. For example; some trades, a sheet metal worker or an electrician, may be employed across a variety of work sites that do not necessarily involve training in a construction environment.

If your organisation employs apprentices or trainees in a qualification where the CTF eligibility is not determined, the CTF declaration page will be visible in the Western Australian Apprenticeship Management System (WAAMS) online client portal.

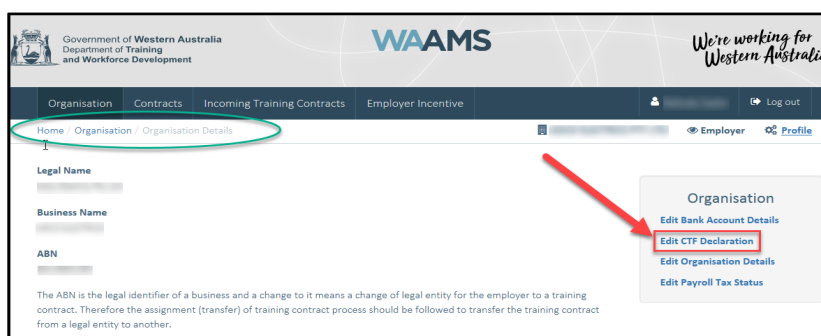
Your organisation can declare if it intends to engage with CTF for your apprentices/ trainees. The declaration will be used to assess whether your organisation is in scope for the Incentive.

Completing the CTF declaration for your organisation

An employer portal user with the *financial administrator* role can declare the CTF status in the WAAMS online client portal. This declaration is made for each host employer worksite, depending on whether the host is a construction-based business.

The declaration will only be required for host employer worksites where there are apprentices or trainees in qualifications where the CTF eligibility is not automatically determined.

- 1 In WAAMS, select **Edit CTF Declaration** from the menu.



- 2 Scroll down to the CTF declaration and select the appropriate answer from the drop-down list. Press submit.

Construction Training Fund declaration

The Construction Training Fund (CTF) supports employers to reduce the cost of employing an apprentice or trainee in a range of construction occupations in WA. Employers – who are eligible to claim from the CTF for an apprentice or trainee are not eligible to claim the Employer Incentive for that apprentice or trainee. Eligibility to claim from the CTF is dependent on whether the apprentice or trainee is working in a construction environment.

Some qualifications, like sheet metal worker or electrician, can be undertaken in either a construction or a non-construction related setting. For employers with apprentices or trainees in these qualifications, a declaration is required as to whether or not the apprentice or trainee is in a construction environment. Your eligibility for the Employer Incentive for these training contracts is informed by the declaration you make on this page.

Organisations who are NOT engaged in construction-related work

If your organisation is not involved in construction-related work and does not engage with the CTF, you should select 'No' in the declaration below.

Organisations who ARE engaged in construction-related work

If your organisation is involved exclusively in construction related work and you engage with the CTF for all of your apprentices and trainees, you should select 'Yes' in the declaration below.

Organisations who ARE engaged in construction and non-construction-related work

If your organisation employs apprentices and trainees in both construction and non-construction settings, you should select 'Not Answered' in the declaration below. A declaration indicating that each worksite is a construction or non-construction related environment is required. You can navigate to the 'Worksite CTF declarations' option by selecting the relevant Worksite on the Edit Organisation Details page.

For more information:

For the purposes of the CTF, the definition of 'construction-related' encompasses more than building new structures. If you are unsure about your eligibility for CTF incentives please contact the Construction Training Fund on (08) 9244 0100 or visit <https://ctf.wa.gov.au/industry/funding-support/>

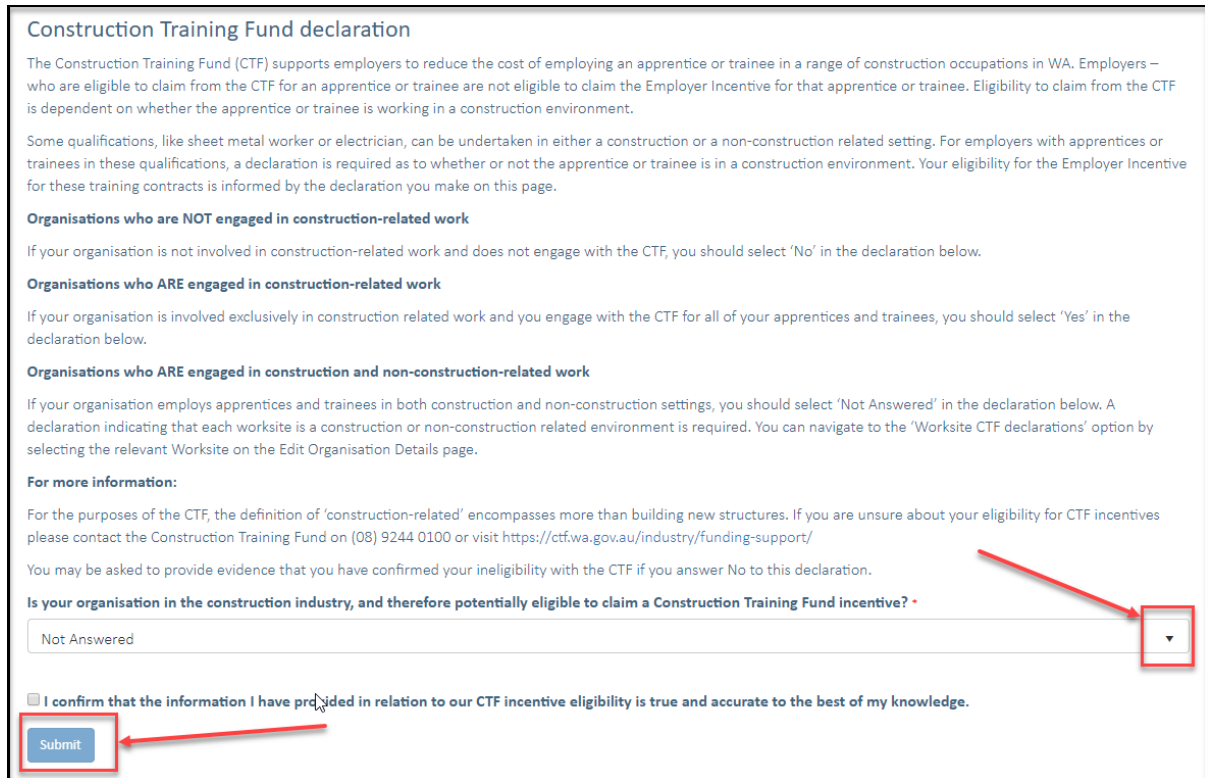
You may be asked to provide evidence that you have confirmed your ineligibility with the CTF if you answer No to this declaration.

Is your organisation in the construction industry, and therefore potentially eligible to claim a Construction Training Fund incentive? *

Not Answered

I confirm that the information I have provided in relation to our CTF incentive eligibility is true and accurate to the best of my knowledge.

Submit



For further information

If you require any assistance with WAAMS, please contact Apprenticeship Office on 13 19 54 or email at rai.projects@dtwd.wa.gov.au.