

Fact Sheet

Applying for Training Rebates (Version 2)



ACT
Government

ACT BUILDING AND CONSTRUCTION INDUSTRY



TRAINING FUND
AUTHORITY

How to APPLY

What Training is Eligible: Rebates are only applicable for training that is delivered in real time and not self-directed training. Training may also be delivered online in real time led by an instructor. If blended delivery (ie. combination of part self-directed and part in-class or real time training delivery), only the real time delivery hours may be used to calculate a rebate. Also, RPL or Recognition of Prior Learning is not eligible. This means that if you are assessed and deemed competent based on experience only instead of attending a training course to learn new information, this is ineligible for training rebates. All training must be delivered by an RTO (Registered Training Organisations) to be eligible for rebates. After training is successfully completed, you need to provide evidence of successful completion and an invoice made out to the Authority.

How Rebates are Decided: Rebates are awarded against priorities of the TFA's annual Training Plan. An algorithm determines the rebate amount based on the real-time hours of training and the overall cost. If a rebate exceeds staff delegation, the Authority's board will need to approve an application. Some rebates are a flat rate regardless of hours to deliver and cost (e.g. Crystalline Silica Exposure Prevention).

How to Apply: If you want to apply for a rebate for a training program, you need to apply online before training commences. You will find the online application form on the Authority's website. You will receive written confirmation of whether the training rebate is approved, and the amount. You will also receive instructions on how to claim your rebate(s) and when you need to do it by. Note: Funding is subject to change at any time, based on the Authority's financial priorities.

Who Can Apply: If you work in building and construction and the majority of your work is undertaken in the ACT (Australian Capital Territory), you may apply for a rebate. Specific work areas are defined in the *Building and Construction Industry Training Levy Act 1999* as liable for the levy. All workers engaged in these areas of work in the Building and Construction industry are then eligible to claim rebates from the TFA. Refer to *Factsheet - Eligibility for Training rebates*.

Application Expiration

- When an Application Expires: From 1 July 2024, **all applications for rebates need to fall within a six-month window of 1 January to 30 June or 1 July to 31 December of any year.** If your request for a rebate is approved, training must occur within the six-month window. At the end of each six-month window, any remaining pre-approvals expire.
- From 1 July 2024, **the allowable time to lodge a claim for payment is within 60 days of completing the training. All claims for payment are reviewed within 10 days.**
- Note: For whole qualifications (e.g. Certificate IV) applications are valid for a 12 month period.

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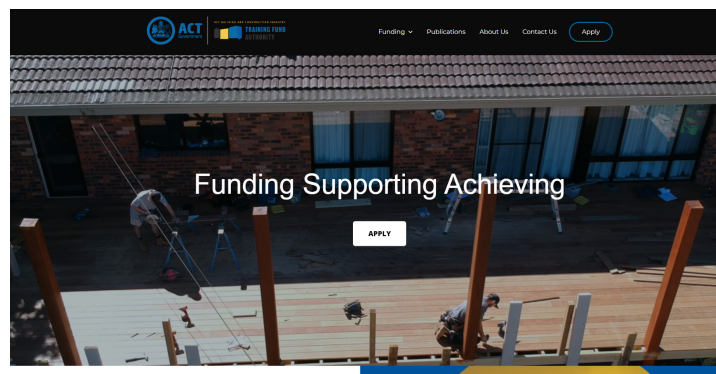
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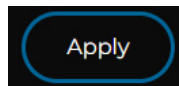
Apply

The steps for lodging an application are detailed below:

1. Website: Home page | TFA (trainingfund.com.au).



2. At the top of the RH corner, look for the 'Apply' as seen below blue button from each page.

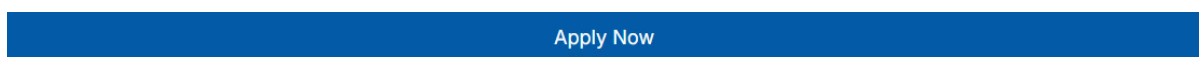


Or



4. Complete the form online with details of your business as the Applicant and the training to be undertaken.

6. Click '**Apply Now**' to lodge.



NOTE: All funds must be pre-approved prior to the training commencing, no applications can be accepted after study has commenced. If you do not have an outcome regarding your application within seven (7) days please contact the authority via (02) 6262 5630.