

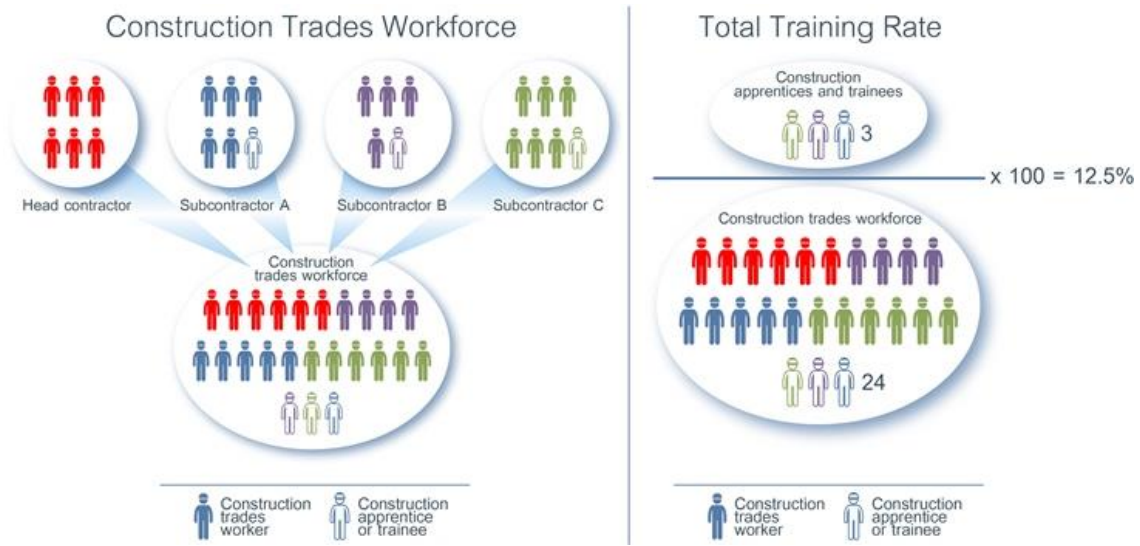


FACT SHEET – CALCULATING TOTAL TRAINING RATE

Government building training policy

The following formula is used to calculate the total training rate:

$$\text{Total Training Rate \%} = \frac{\text{(a) Number of construction apprentices/trainees in training in WA}}{\text{(b) Number of construction trades workers (full time equivalents) in WA}} \times 100$$



Note: Construction trades workers (including apprentices and trainees) DO NOT have to be working on the contract site or on work related to the contract to be included in the total training rate.

(a) Number of construction apprentices and trainees

Add together the in scope construction apprentices and trainees employed in the **financial year to date** by:

- your company; and
- the subcontractors being used on the contract.

Apprentices and trainees are in scope if they have a registered training contract and:

- on the *In scope construction apprenticeships and traineeships* list;
- working anywhere in Western Australia, not just on the project;
- employed directly by your company or by a subcontractor, through a group training organisation or a skill hire company; and
- not on probation*.

Count school-based apprentices and trainees as 50% of a full time worker.

Apprentices and trainees hosted by multiple employers can only be counted once per project during a reporting period.

* All apprentices and trainees must sign a training contract at the commencement of their training. All contracts have a mandated probation period. It is the shorter of:

- three months; or
- one-twelfth of the contract but not less than one month.

(b) Number of construction trades workers

Add together the average number of in scope construction trades workers (including apprentices and trainees) employed in the **financial year to date** by:

- your company; and
- the subcontractors being used on the contract.

Construction trades workers are in scope if they are:

- on the *In scope construction trades worker occupations* list or the *In scope construction apprenticeships and traineeships* list; and
- working anywhere in Western Australia, not just on the project.

Choose at least two dates which best reflect the construction trades workforce during each quarter, to calculate your average number of construction trades workers.

Notes

- Include all in scope construction trades workers – full time, part time and casual. Convert part time workers to full time equivalents.
- Count all construction trades workers, regardless of how long they have been employed by the company (but exclude apprentices and trainees on probation).
- Construction trades workers do not need to have a trade qualification, they only need to be employed in an occupation on the *In scope construction trades worker occupations* list.
- Include fly-in fly-out (FIFO) workers who reside in another state/territory but work in WA.
- The construction trades workforce of a head contractor's or subcontractors' subsidiary companies can only be included if the subsidiary company is working on the contract.

A sample *Total training rate report* and *Total training rate - calculation example* is available on the Department's website.

Further information on the GBT policy is available.

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