



## FACT SHEET – HEAD CONTRACTORS

# Government building training policy

### What are the head contractor's responsibilities?

To comply with the policy, head contractors must:

- **meet the target training rate** in the final total training rate report submitted at the:
  - end of every financial year for the duration of the contract; and
  - end of the contract;
- **ensure their subcontractors are aware** of the policy and their obligations;
- **collect information from all subcontractors** used on the contract to calculate the total training rate;
- **calculate their training rate** using the **combined construction trades workforce** of their company and subcontractors used for the contract. A contractor's workforce is included only if it employs eligible construction trades workers working in Western Australia. The policy does not require each contractor to individually meet the target training rate. This allows head contractors to engage companies that have training rates above and below the target training rate;
- **submit a total training rate report** each quarter to the State Government contracting agency for the duration of the contract; and
- **keep supporting information** used to calculate the total training rate, including information provided by subcontractors, for audit purposes.

### What is the head contractor's total training rate?

The percentage of construction apprentices and trainees as a proportion of the total in scope construction trades workforce working in Western Australia for the head contractor and the subcontractors used for the contract. Please note this applies to the in scope construction trades workforce only, not the entire workforce of the companies.

For instructions on how to work out your training rate, refer to the *Calculating total training rate* fact sheet. To view a sample calculation, refer to the *Total training rate - calculation example*. These are available on the Department's website.

### Can there be variations to the target training rate?

Yes. Variations to the target training rate may be approved by the Chief Executive of the State Government contracting agency in exceptional circumstances. State Government contracting agencies will report all variations and the reasons they were granted in their annual report.

### Are all subcontractors used for the contract in scope of the GBT policy?

Yes. All subcontractors used for the contract are in scope of the policy. All subcontractors must submit a training rate report to their head contractor each reporting period, providing details of their in scope construction trades workers. If they do not have any in scope construction trades workers the subcontractor should indicate this in their report.

### **Which subcontractors are in scope of the GBT policy?**

All subcontractors used for the contract are in scope of the policy. To be included in the training rate calculation, the subcontractor must:

- be working on the contract; **and**
- employ construction trades workers in scope of the policy, working in Western Australia during the reporting period.

### **What are the reporting requirements?**

Head contractors are required to report to their State Government contracting agency (client) at quarterly, financial year to date intervals. Head contractors must report:

- their total training rate;
- the number of construction apprentices and trainees working for them and the subcontractors being used on the contract;
- the number of construction trades workers (including apprentices and trainees) working for them and the subcontractors being used on the contract;
- the subcontractors (name and ABN) working on the contract; and
- the apprentices and trainees (name and TRS contract ID) working for them and the subcontractors being used on the contract.

### **When are reports due?**

<b>Reporting period</b>	<b>Report due</b>
1 July–30 September	31 October
1 July–31 December	31 January
1 July–31 March	30 April
1 July–30 June	31 July*

\* State Government contracting agencies may negotiate earlier submission dates for the end of financial year report to comply with an agency's annual reporting requirements.

### **How will the report be verified?**

State Government contracting agencies will collate head contractors' information on apprentices and trainees and provide this to the Department of Training and Workforce Development for verification using its Training Records System.

State Government contracting agencies will determine audit requirements for head contractors. Information collected to calculate their total training rate must be retained for auditing purposes.

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### **For further information on:**

- **How to employ an apprentice or trainee:**  
The [Australian Apprenticeship Support Network \(AASN\)](#) can help companies who want to attract and recruit apprentices and/or trainees. For more information, or to find an AASN provider in your area, call 13 38 73.
- **Financial assistance to employ apprentices and trainees:**  
The Construction Training Fund currently provides incentives of up to \$19 000 for companies to employ apprentices and trainees. See the [Construction Training Fund](#) website for information.
- **GBT policy:**  
Telephone: (08) 6551 5607  
Email: [policy.gbt@dtwd.wa.gov.au](mailto:policy.gbt@dtwd.wa.gov.au)  
Website: [dtwd.wa.gov.au](http://dtwd.wa.gov.au)