



FACT SHEET – SUBCONTRACTORS

Government building training policy

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.

Does each subcontractor have to individually meet the target training rate?

No. The head contractor is responsible for ensuring that the target training rate is achieved for the contract. The total training rate is calculated using the combined in scope construction trades workforce of the:

- * head contractor; and
- * subcontractors used for the contract.

This allows head contractors to engage companies that have varying training rates.

What must the subcontractor do under the GBT policy?

All subcontractors will need to provide quarterly, financial year-to-date reports to the head contractor on the:

- a) number of in scope construction apprentices and trainees (including their full name and Training Records System ID);
- b) total number of in scope construction trades workers (including apprentices and trainees); and
- c) calculated training rate.

All subcontractors must submit a training rate report to their head contractor each reporting period. If they do not have any in scope construction trades workers the subcontractor should indicate this in their report.

This information must be provided by the subcontractor, and for any other company working on the contract for the subcontractor.

For further instructions refer to the *Calculating total training rate* fact sheet available on the Department's website.

Will a subcontractor working on multiple State Government contracts need to report more than once?

Yes. Subcontractors who are working for different head contractors in scope of the GBT policy will need to report to each head contractor.

Why is this information collected?

The head contractor must collect information from all subcontractors used for the contract and combine this information with their construction trades worker numbers to calculate the total training rate in each financial quarter.

The head contractor must retain the information collected to calculate their total training rate for audit purposes. Subcontractors should check what information the head contractor requires them to keep for auditing purposes.

When will a subcontractor have to report to the head contractor?

The head contractor will advise subcontractors of the date they will be required to provide information. A **head contractor** must submit total training rate reports to the State Government contracting agency as follows:

Reporting period	Report due
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 the agency's annual reporting requirements.

For further information

- **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 an apprentice or trainee. Visit the [Construction Training Fund](#) website for further information.

- **GBT policy**

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