



## FACT SHEET – SUBCONTRACTORS

### Which subcontractors are in scope of the *Priority Start* policy?

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

- be working on the contract; and
- employ in-scope construction trades workers, apprentices and/or trainees working in Western Australia.

#### **Please note:**

- a subcontractor who employs in-scope construction trades workers, but does not employ in-scope apprentices and trainees, is in scope of the policy; and
- the in-scope construction trades workers do not need to have worked on site or on the contract to be included in the training rate calculation, it is about a subcontractor's total WA workforce.

The lists of in-scope construction trades apprentices, trainees and workers are available [on the Department's Priority Start website page at dtwd.wa.gov.au/prioritystart](http://dtwd.wa.gov.au/prioritystart).

### 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 training rate is calculated using the **combined** in-scope construction trades workforce of:

- the head contractor; and
- all subcontractors used on the contract.

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

### What must the subcontractor do under the *Priority Start* policy?

To comply with the policy, subcontractors must:

- **ensure their subcontractors are aware** of the policy and their obligations (where applicable);
- **collect information from their subcontractors** used on the contract (where applicable);
- **submit a *Subcontractor Priority Start report*** annually to the head contractor or subcontractor by the date requested;
- **keep supporting information** provided to the head contractor, including information provided by subcontractors, for a minimum of two years from contract completion; and
- **participate in audits** and address any compliance issues, as required.

In the training rate report subcontractors will need to include information for their company and all subcontractors they engage, including the:

- number of in-scope construction apprentices and trainees;
- total number of in-scope construction trades workers (including apprentices and trainees); and
- subcontractor's ABN.

If any of the subcontractors do not have any in-scope construction trades workers, the subcontractor should indicate this in their report.

The *Subcontractor Priority Start report* is available [on the Department's Priority Start website page at dtwd.wa.gov.au/prioritystart](http://dtwd.wa.gov.au/prioritystart).

## What do subcontractors include in their report?

In the report to the head contractor, subcontractors need to provide their entire in-scope apprentice, trainee and construction trades workforce figures for the **whole reporting period**, not just the period in which the subcontractor(s) worked on the contract.

For example: Head contractor XYZ's reporting period is 1 July 2019–30 June 2020. Subcontractor A is engaged to work with the head contractor from 16 November 2019–30 January 2020. Subcontractor A engages subcontractor B and C during this period. In the report provided to the head contractor, subcontractor A needs to provide their total in-scope apprentice, trainee and construction trades workforce figures for the whole reporting period of 1 July 2019–30 June 2020. This figure will include Subcontractor B and C's in-scope apprentice, trainee and construction trades workforce figures for the reporting period.

Subcontractors must also include details of **group training organisations or skill hire companies** used to hire apprentices and trainees.

## Will a subcontractor working on multiple government contracts need to report more than once?

Yes. Subcontractors who are working for different head contractors in scope of the *Priority Start policy* will need to report to each head contractor, as required.

## 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 target training rate every 12 months.

The reporting due date is negotiated between the head contractor and the government contracting agency and outlined in their contract.

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

Head contractors must submit a *Priority Start report* to the government contracting agency at the end of the 12 month reporting cycle, and upon completion of the contract.

However, head contractors are encouraged to track their progress towards the target training rate at least once throughout the reporting period. Therefore, head contractors may request subcontractor construction trades workforce figures on more than one occasion across the annual reporting period.

The head contractor will advise subcontractors of the date(s) they will be required to provide information.

## Information on employing an apprentice or trainee

### Jobs and Skills Centres

Western Australia's TAFE Jobs and Skills Centres provide an online jobs board, to connect jobseekers with employment opportunities and to help employers attract and recruit employees. [Visit the Jobs and Skills WA website jobsandskills.wa.gov.au for further information.](http://jobsandskills.wa.gov.au)

### 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 or [visit australianapprenticeships.gov.au](http://visit.australianapprenticeships.gov.au).

### Financial assistance to employ apprentices and trainees

The Construction Training Fund provides incentives up to \$25,000 to companies to employ an apprentice or trainee. [Visit the Construction Training Fund website ctf.wa.gov.au for further information.](http://Visit.the.Construction.Training.Fund.website.ctf.wa.gov.au)