



Construction Training Fund (CTF) declaration in WAAMS

This user guide is for employers who have apprentices/trainees in qualifications that may or may not involve working in a construction environment.

What is the Construction Training Fund (CTF)?

CTF supports employers to reduce the cost of employing an apprentice or trainee in a range of construction occupations in WA. Employers **eligible for a CTF incentive** for an apprentice or trainee **are not eligible** to claim a Jobs and Skills WA Employer Incentive (the Incentive) for that apprentice or trainee.

The Department of Training and Workforce Development Apprenticeship Office determines an employer's eligibility based CTF incentive. This determination is based on the qualification and work type the apprentice or trainee is undertaking. Please [visit the CTF website](#) for information or to apply for the CTF.

Why does my organisation need to make a declaration?

In some instances, CTF cannot make the determination based on the qualification alone. For example; some trades, a sheet metal worker or an electrician, may be employed across a variety of work sites that do not necessarily involve training in a construction environment.

If your organisation employs apprentices or trainees in a qualification where the CTF eligibility is not determined, the CTF declaration page will be visible in the Western Australian Apprenticeship Management System (WAAMS) online client portal.

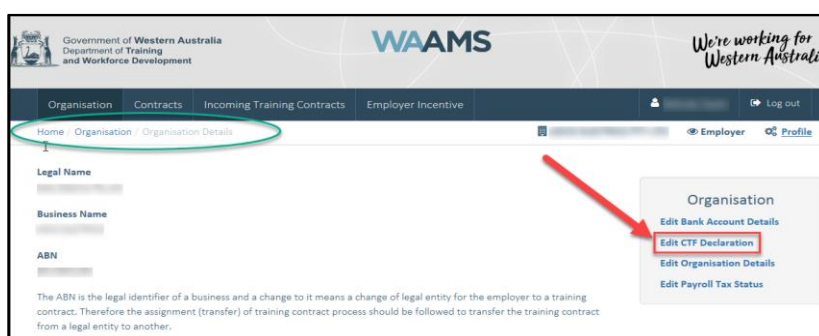
Your organisation can declare if it intends to engage with CTF for your apprentices and trainees. The declaration will be used to assess whether your organisation is in scope for the Incentive.

Completing the CTF declaration for your organisation

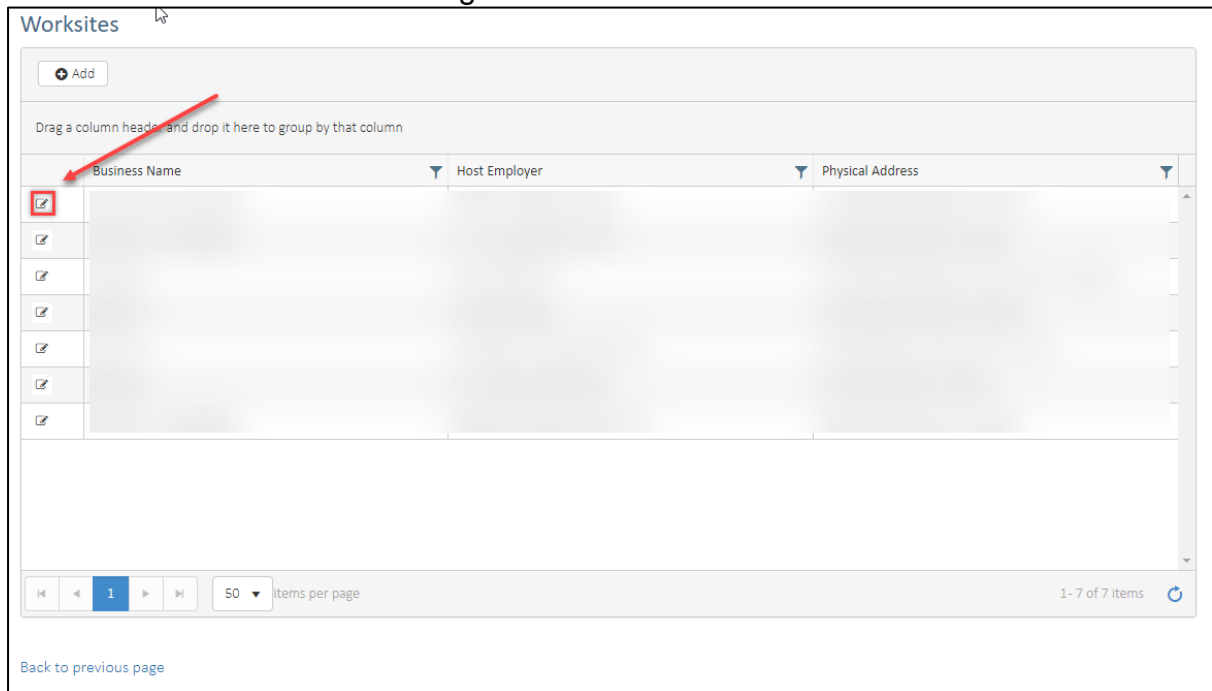
An employer portal user with the *organisation administrator* role can declare the CTF status in the WAAMS online client portal. This declaration is made for each host employer worksite, depending on whether the host is a construction-based business.

The declaration will only be required for host employer worksites where there are apprentices or trainees in qualifications where the CTF eligibility is not automatically determined.

- 1 In WAAMS, select **Edit CTF Declaration** from the menu.



2 Scroll down to the worksites grid and select the edit icon.



3 Scroll down to the CTF declaration and select the appropriate answer from the drop-down list. Press submit.

Host Employers that are eligible for Construction Training Fund payments
This host employer worksite is construction-related and CTF claims will be made for eligible apprentices/trainees that are placed here. (This will make this worksite out of scope of the EIS).
For information about CTF eligibility please see <https://ctf.wa.gov.au/industry/funding-support/>

Not Answered

Host Employers that are Government entities
The host employer is a State or Commonwealth government agency. (This will make the worksite out of scope of the EIS).
For a list of government agencies please see <https://www.jobsandskills.wa.gov.au/employerincentive>

Worksites can only be inactivated if there are no associated Training Contracts that are Active, Suspended or Pending Registration
 Inactivate this worksite

For further information

If you require any assistance with WAAMS, please contact Apprenticeship Office on 13 19 54 or email at rai.projects@dtwd.wa.gov.au.