



**Department of
Education
and Training**

PRIORITY START - BUILDING

EFFECTIVE: 1 JUNE 2007

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1 BACKGROUND

The Western Australian Government and the building and construction industry have made a firm commitment to ensure an adequate supply of skilled workers are available to address the current and future needs of the industry.

The **Priority Start – Building** policy is a single policy for Government contracting arrangements in the building and construction industry. It will utilise State Government building and construction contracts as a mechanism for ensuring pre-determined targets of apprentices and trainees are met as a result of tender with preference for new entrants into the system.

To ensure the allocation of apprentices/trainees is targeted and effective each Government Agency will develop, implement and maintain an apprentice/trainee employment program (the "Training Program") that delivers training outcomes consistent with the requirements of the policy. This Training Program will outline the total number of expected projects for each year and include the target number of apprentices and trainees taking into account the State training priorities.

Agencies may prefer to manage training requirements on a project by project basis rather than developing an annual Training Program.

The Training Program will obligate Government Agencies to deliver the relevant training outcomes through their construction programs and their established construction contracts. Agencies will report to the Department of Education and Training the number of apprenticeships/traineeships created and maintained under the program.

The policy complements the *Building and Construction Industry Code of Practice* introduced by the industry and the State Government in 2002. Best practice in the area of training is a significant clause in the Code of Practice.

2 POLICY

2.1 SYNOPSIS

Priority Start – Building is a single policy with two components that supersedes all previous State Government tendering policies including:

- Homeswest Apprentice Policy,
- Priority Access, and
- Building Skills Policy.

The Policy continues the current emphasis of rewarding head contractors who already employ apprentices and trainees but increases the role of head contractors in ensuring specific target numbers of apprenticeships and traineeships are met as a result of Government contracting.

In addition, **Priority Start – Building** is more streamlined, less bureaucratic and administratively simple with which to comply.

2.2 POLICY

The key purpose of the policy is to ensure that Government achieves a significant contribution in the engagement of apprentices and trainees in the building and construction industry by:

- Identifying and rewarding head contractors that maintain a minimum level of apprentice/trainee engagement;
- Increasing the role and responsibility of head contractors;
- Ensuring pre-determined target numbers of apprentices and trainees are met through Government contracting arrangements; and
- Developing a stronger training culture and increased commitment to training within the whole of the building and construction industry through its private works contracts.

3 RELEVANT POLICIES

Aboriginal School Based Traineeship Guide and Resource Manual

A Guide to School Apprenticeship Link

Apprenticeships and Traineeships Policy and Delivery Guidelines

The Building and Construction Industry Code of Practice 2002

School Based Traineeships – Guidelines and Working Principals (soon to be School Based Apprenticeships and Traineeships in Western Australia Policy and Delivery Guidelines)

Workplace Learning Procedures and Guidelines

4 COMPLIANCE

The Policy applies to all Western Australian State Government building and construction projects including civil and engineering projects with a **labour component** in excess of \$300 000.

All Western Australian State Government Agencies and all contractors tendering for projects must comply with the policy in all of their operations. This means that contractors are expected to comply with **Priority Start – Building** in their private contracts.

Contractors must be committed to training across the board if industry is to have an adequate supply of skilled tradespeople for the future.

5 POLICY FRAMEWORK

5.1 POLICY COMPONENTS

The **Priority Start - Building** policy has two components:

Component A - Registration, which requires evidence to establish a head contractor's ongoing commitment to training in the workplace; and

Component B - Training Requirement which establishes the training requirements of the head contractor.

5.2 COMPONENT A - REGISTRATION

To be eligible to undertake any State Government building, civil or engineering construction contracts that have an estimated **labour component** in excess of \$300 000, head contractors will need to be registered by the Department of Education and Training as part of a pre-qualification process.

Registration is renewable on an annual basis.

5.2.1 REGISTRATION PROCESS

Registration under Component A of **Priority Start – Building** can be achieved by providing the Department with evidence that demonstrates a commitment to training in the workplace. Documentary evidence such as:

- evidence that the head contractor has directly indentured, or has engaged apprentices or trainees from a Group Training Organisation (see section 11.0 Definitions) over the previous 12 month period; or
- evidence that the head contractor regularly engages sub-contractors who employ or host apprentices or trainees as part of their workforce.

Additionally, the hosting of students undertaking school based arrangements, such as School Apprenticeship Link, School Based Traineeships or School Based Apprenticeships can be included as compliance options under Component A with a full time employment equivalent rating of 50% per student.

5.2.2 PROVISIONAL REGISTRATION

Head contractors unable to demonstrate the necessary requirements for Component A can apply for provisional registration but must demonstrate compliance within six months of application. The necessary criteria will need to be demonstrated before full registration under Component A is granted. Provisional registration under Component A will only be granted once.

5.2.3 EXISTING PRE-QUALIFICATIONS

Contractors registered under the current Priority Access policy will receive automatic registration on application for the Component A pre-qualification.

5.3 COMPONENT B - TRAINING REQUIREMENT

Prior to being awarded a State Government contract head contractors need to be registered under Component A of **Priority Start – Building**.

5.3.1 TRAINING REQUIREMENT

Successful tenderers are required to meet a pre-determined training requirement by providing training opportunities for a target number of apprentices or trainees to be engaged for the full duration of the contract.

This target is linked to the labour component of the contract (see section 4.3.4 Training Requirement Table) and will be identified by the Works Agency for inclusion in the initial tender documentation.

5.3.2 APPRENTICE/TRAINEE ENGAGEMENT PROCESS

Head contractors can demonstrate compliance of the training requirement by nominating the target number of apprentices or trainees specified through any combination of the following:

- Direct indenturing, or engagement of apprentices or trainees from a Group Training Organisation;
- Participating in, and recruiting apprentices or trainees from a Works Agency apprenticeship and traineeship initiative;
- Contracting with sub-contractors that either directly indenture or engage apprentices or trainees from a Group Training Organisation; or
- Contracting with sub-contractors that participate in Works Agency apprenticeship or traineeship initiatives.

While priority is to be given to new commencements and the recommencement of disengaged apprentices or trainees, those already in the system can be nominated for compliance under Component B regardless of the year of indenture.

Apprentices or trainees nominated for a specific contract cannot be nominated again until the initial contract is completed.

Students undertaking school based arrangements, such as School Apprenticeship Link, School Based Traineeships or School Based Apprenticeships can be included as compliance options for Component B with a full time employment equivalent rating of 50% per student.

Contractors can also meet compliance by employing apprentices/trainees that are not related to the project, provided they are employed in the building and construction industry in any capacity.

5.3.3 APPRENTICE/TRAINEE PLACEMENT

Apprentices or trainees engaged by the head contractor or a sub-contractor to demonstrate compliance with Component B may work on the Government site or undertake off-site work relating to the project (eg. pre-fabrication processes).

To ensure apprentices and trainees are fully engaged in productive work when not engaged on the Government contract, the head contractor or sub-contractor may place them on other construction projects suitable to their training needs.

5.3.4 TRAINING REQUIREMENT TABLE

When calculating the training requirement for apprentices and trainees for a Training Program the Government Agency will use the following table as a guide.

Estimated Value of the Labour for a Contract	Minimum Apprentice or Trainee Requirement
\$300 001 - \$1 million	1
\$1 000 001 - \$2 million	2
\$2 000 001 - \$3 million	3
\$3 000 001 - \$4 million	4
\$4 000 001 - \$5 million	5
\$5 000 001 - \$6 million	6

\$6 000 001 and above	Continuation of ratio*
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*Projects with an estimated labour component in excess of \$6 million will be assessed on a project by project basis by the relevant Government Agency using the above ratios as a guide.

Other factors that are taken into account when calculating the training requirement will include:

- Projects in remote and regional areas; and
- Projects that do not lend themselves to achievable training outcomes due to specific circumstances eg. Out-of-hours work or worksites that are inappropriate for apprentices/trainee placement.

Additionally, when a Government Agency identifies a specific project where the training requirement cannot realistically be achieved the Agency must seek endorsement from the Department of Education and Training prior to any deviation from the Training Requirement Table. The Department of Education and Training will assist the Government Agency in achieving the best possible training outcomes.

Government Agencies may also choose to become directly involved in recruitment and deployment of apprentices or trainees through their own initiatives. Apprentices and trainees recruited as part of a Works Agency training initiative can be nominated as compliance options for Component B.

Contractors who do not comply with Component B risk suspension or withdrawal of their Component A registration. (see section 8.0 Non Compliance).

6 REGULATION AND REPORTING

6.1 PRE-TENDER

All head contractors are required to obtain registration under Component A of **Priority Start – Building** prior to being awarded a State Government works contract. Evidence to support the ongoing registration process will be requested by the Department of Education and Training on an annual basis and cross referenced with the Training Records System database.

6.2 POST TENDER

As a requirement under Component B, head contractors will undergo compliance and monitoring checks during the life of each project conducted by the Department of Education and Training. These will include:

- the development of a Training Plan by contractors, outlining the scope of works, and the nominated apprentices/trainees for the specific project;
- onsite monitoring of apprentices/trainees (if required) by officers from the Department's Apprenticeship and Traineeship Support Network; and
- data base cross-referencing to match nominated apprentices/trainees against individual head contractors, sub-contractors or Group Training Organisation.

7 RESPONSIBILITIES

7.1 HEAD CONTRACTORS

It is the head contractor's responsibility to ensure compliance with the **Priority Start – Building** policy. As compliance with the policy is part of the contractual terms, any breach of the policy will be treated as a breach of contract.

Head contractors must provide employment opportunities conducive to suitable training outcomes for nominated apprentices/trainees.

7.2 SUB-CONTRACTORS

Sub-contractors are obliged to accommodate requests from head contractors to assist in providing work placement opportunities to apprentices/trainees recruited as a consequence of Component B.

Additionally, apprentices or trainees employed by sub-contractors can be nominated as compliance options.

Sub-contractors must provide employment opportunities conducive to suitable training outcomes for apprentices/trainees.

8 COMPLIANCE PROCESS

8.1 STEP ONE - COMPONENT A REGISTRATION

Head contractors can obtain Component A registration by supplying the required information to the Department of Education and Training.

8.2 STEP TWO - TRAINING PLAN

Within four weeks of the contract being awarded, the head contractor shall submit a Training Plan to the Department of Education and Training for endorsement. This Training Plan will include:

- the commencement date and the anticipated practical completion date of the nominated project;
- name(s) of apprentices/trainees nominated or recruited for the specific project;
- name of contracted Group Training Organisation (if applicable); and
- project site details.

Contractors can also negotiate an alternative timeframe with the Department of Education and Training in submitting Training Plans in cases where the four weeks is insufficient.

8.3 ADDITIONAL STEPS

The head contractor must grant officers from the Apprenticeship and Traineeship Support Network (ATSN), or other persons authorised by the Department, access to sites if required to enable confirmation of on-site compliance with the policy.

8.4 PROCESS FORMS

Copies of the relevant forms can be obtained by contacting the **Priority Start – Building** administrator on (08) 9264 4789.

These forms are also available from the Department of Education and Training's Apprenticeship and Traineeship website at www.apprenticeships.det.wa.edu.au.

All completed documentation can be faxed to the **Priority Start – Building** Administrator on (08) 9264 4853 or emailed directly to PS.Building@det.wa.edu.au.

9 NON COMPLIANCE

Where a contractor has failed to demonstrate compliance with **Priority Start – Building**, or has not submitted the required forms, the government agency managing the contract and the Department will determine the best strategy for resolving the situation.

All matters relating to compliance can be discussed in confidence with officers from the Department.

10 THE ROLE OF STATE GOVERNMENT WORKS AGENCIES

The relevant State Government Agencies will apply the **Priority Start – Building** policy by:

- including appropriate contractual requirements in its tender and contract documents for eligible contracts;
- advising the Department of eligible contracts;
- liaising with, and supporting the Department regarding contractor compliance with the policy; and
- ensuring the pre-qualification process outlined in Component A is consistent with policy requirements.

11 THE ROLE OF THE DEPARTMENT OF EDUCATION AND TRAINING

The Department will closely monitor compliance with the **Priority Start – Building** policy. Information on individual contractor compliance will be passed on to other agencies for consideration of eligibility to tender and selection for future government contracts. The Department will:

- assess and approve (or otherwise) all pre-qualification applications under Component A of the policy;
- assess and approve (or otherwise) compliance reports as specified in Component B of the policy;
- liaise with head contractors and relevant Government Agencies on matters of compliance;
- assist head contractors with compliance obligations where necessary;
- provide verification of contractor compliance to the relevant Government Agencies;
- visit sites where necessary, to verify compliance;
- record all compliance data; and
- review on an ongoing basis, the effectiveness of the policy.

12 DEFINITIONS

12.1 APPRENTICE

Any person who is undertaking training in an apprenticeship trade established under the *Industrial Training Act 1975* and is party to a registered Apprenticeship Agreement.

12.2 APPRENTICESHIP AND TRAINEESHIP SUPPORT NETWORK (ATSN)

The ATSN is a unit of the Department which facilitates the development of a skilled and qualified workforce by supporting employers, apprentices and trainees in contributing to and accessing quality training.

Contact:

The Apprenticeship and Traineeship Support Network (ATSN)

823 Wellington Street, West Perth, 6005

Locked Bag 145, Leederville, 6903

Telephone: 13 19 54 Facsimile: 9318 5451

Email: supportnet@training.wa.gov.au

12.3 BUILDING AND CONSTRUCTION

'Construction work' as defined in the *Building and Construction Industry Training Fund and Levy Collection Act 1990* that is 'government work' as defined in the Regulations under that Act.

12.4 COMPLIANCE

Compliance is defined as satisfying the requirements outlined in Components A and B of the policy as determined by the Department.

12.5 GOVERNMENT AGENCY

All State Government and Public Non-Financial Corporations Agencies (Government Trading Enterprises).

12.6 GROUP TRAINING ORGANISATION

A Group Training Organisation has an employment and training arrangement whereby the organisation employs apprentices and trainees under an Apprenticeship or Traineeship Training Contract and places them with host employers. The organisation undertakes the employer responsibilities for the quality and continuity of the apprentices' and trainees' employment and training.

Further information on Group Training Organisations, including contact details are available from www.apprenticeships.det.wa.edu.au

12.7 HEAD CONTRACTOR

The party awarded the State Government contract to execute the work.

12.8 SUB-CONTRACTOR

Designated sub-contractor working on behalf of the head contractor.

12.9 TRAINEE

Any person who is undertaking training in a traineeship established under Section 37d of the *Industrial Training Act 1975* and is party to a registered Traineeship Training Contract.

12.10 TRAINING

Training of apprentices or trainees engaged in building and construction work, or engaged in the off-site construction of components for the project as approved by the Department of Education and Training.

13 MISCELLANEOUS INFORMATION

13.1 CIVIL AND ENGINEERING CONSTRUCTION

Civil and Engineering Construction contracts with a labour component in excess of \$300 000 are subject to compliance under **Priority Start – Building**. All necessary steps relating to compliance as described in this document are relevant to all head contractors undertaking State Government civil and engineering construction contracts.

13.2 EXISTING TENDERING POLICIES

Priority Start – Building supersedes the previous State Government tendering policies.

- a) **Priority Access Policy** - Contractors with a **current** Priority Access registration will receive automatic registration, on application, under Component A of **Priority Start – Building**. The renewal of registration under Component A of the policy will take place annually, provided compliance with the new criteria has been demonstrated.
- b) **Building Skills Policy** - Contractors with projects attracting compliance under the Building Skills policy will continue these obligations until the relevant contract/s are completed.
- c) **Homeswest Apprentice Policy** - Homeswest residential contracts with a labour component in excess of \$300 000 attract compliance obligations under **Priority Start – Building**. All necessary steps relating to compliance as described in this document are relevant to head contractors undertaking Homeswest residential construction.

14 CONTACT US

Priority Start – Building

Administration:

Phone: (08) 9264 4789

Fax: (08) 9264 4853

Email: PS.Building@det.wa.edu.au

Website: www.apprenticeships.det.wa.edu.au

Postal Address:

Department of Education and Training

Apprenticeship and Traineeship Directorate

Level 2 151 Royal Street
EAST PERTH WA 6004

Please Note: The Appendices listed below are also available at
www.apprenticeships.det.wa.edu.au or by contacting the Priority Start – Building
administrator on (08) 9264 4789 or PS.Building@det.wa.edu.au.

APPENDIX A COMPONENT A REGISTRATION

Legal Business Name: _____

Trading Name: _____

Business Address: _____

Postal Address: _____

Contact Person: _____ Email: _____

Phone: _____ FAX: _____ Mobile: _____

PS-B Registration: _____ ABN: _____

Workforce Size: _____ Main Business Activity: _____

Name	Dates	
Names of Apprentices/Trainees (including School-Based) employed/hosted by your organisation in the past 12 months		
		<input type="checkbox"/> Group Training – attach evidence <input type="checkbox"/> Indentured (directly employed)
		<input type="checkbox"/> Group Training – attach evidence <input type="checkbox"/> Indentured (directly employed)
OR Work Experience offered in the past 12 months		
		<input type="checkbox"/> Attach evidence from school or TAFE
		<input type="checkbox"/> Attach evidence from school or TAFE
OR Sub-contractors with an Apprentice/Trainee engaged by the head contractor in the completion of private or government contracts in the past 12 months		

OR Provisional Registration

Contractors unable to initially demonstrate the necessary criteria can apply for provisional registration valid for a period of no longer than **six (6) months** from the date of the application. The necessary criteria will then need to be demonstrated before full registration under Component A is granted. **Provisional registration will only be granted once.**

I wish to apply for Provisional Registration **Declaration**

I/We have complied with the Priority Start Requirements as outlined in the Conditions of Registration.

Name of authorised person: _____ Signature: _____ Date: _____

Completed forms can be emailed, faxed or posted to:

Priority Start - Building Project Officer
Department of Education and Training
151 Royal Street
EAST PERTH WA 6004

Fax: (08) 9264 4853

Email: PS.Building@det.wa.edu.au**Enquiries:**

Priority Start Project Officer
Phone 9264 4789

Web: www.apprenticeships.det.wa.edu.au

A.1 COMPONENT A - GUIDE TO REGISTRATION

For **Head Contractors** prior to being awarded a State Government works contract.

Priority Start – Building applies to all State Government building and construction projects, including civil and engineering projects with a labour force component in excess of \$300 000.

Registration

All Head Contractors need to obtain *Component A* registration prior to being awarded a State Government works contract by demonstrating an ongoing commitment to training.

Registration lasts for a period of twelve months. Registration renewal is required on an annual basis and contractors will be notified prior to the anniversary date by the Department of Education and Training.

Once *Component A* registration is achieved, Head Contractors will be issued with a number. Contractors will need to quote this number to the contracting agency when submitting a tender.

Registration Evidence

Component A registration can be achieved by the Head Contractor providing evidence of a commitment to training. This evidence includes any of the following in the 12 months prior to application for Component A:

Hosting or employing an apprentice or trainee (including School-based trainees).

Providing placements for pre-apprenticeship or School Apprenticeship Link students.

Engaging sub-contractors with apprentices or trainees in the commission of contracts with the Head Contractor

Provisional Registration

Contractors unable to initially demonstrate the necessary criteria can apply for provisional registration valid for a period of no longer than **six (6) months** from the date of application. The necessary criteria will then need to be demonstrated before full registration under *Component A* is granted.

Provisional registration under *Component A* will only be granted once.

Further Information

Visit www.apprenticeships.det.wa.edu.au, email PS.Building@det.wa.edu.au or contact the Priority Start – Building Project Officer on 9264 4789.

APPENDIX B COMPONENT B TRAINING PLAN

For Head Contractors awarded State Government building and construction or civil and engineering projects. This Training Plan is due to the Department of Education and Training within four (4) weeks of the contract being awarded.

Head Contractor: _____

Contract: _____

Contract Number: _____ Contract Award Date: _____

Project Site Address: _____

Site Contact Person: _____ Position: _____

Phone Number: _____ Mobile: _____

Fax: _____ Email: _____

Project Commencement Date: _____ Anticipated Completion Date: _____

Apprentice/Trainee Training Requirement

Number of Apprentices/Trainees required under Priority Start – Building (as stated in contract): _____

Name:	Certificate/Qualification:
<input type="checkbox"/> Group Training – attach evidence OR <input type="checkbox"/> Indentured (directly employed)	GTO Name:
Name:	Certificate/Qualification:
<input type="checkbox"/> Group Training – attach evidence OR <input type="checkbox"/> Indentured (directly employed)	GTO Name:
Name:	Certificate/Qualification:
<input type="checkbox"/> Group Training – attach evidence OR <input type="checkbox"/> Indentured (directly employed)	GTO Name:
Name:	Certificate/Qualification:
<input type="checkbox"/> Group Training – attach evidence OR <input type="checkbox"/> Indentured (directly employed)	GTO Name:

The Department of Education and Training must be notified of any personnel changes with apprentices and trainees nominated on the Training Plan.

<p>Declaration</p> <p>I/We have complied with the Priority Start Requirements as outlined in the Conditions of Registration.</p> <p>Name of authorised person: _____ Signature: _____ Date: _____</p>
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Completed forms can be emailed, faxed or posted to:

Priority Start - Building Project Officer
 Department of Education and Training
 151 Royal Street
 EAST PERTH WA 6004

Fax: (08) 9264 4853
 Email: PS.Building@det.wa.edu.au

Enquiries:

Priority Start Project Officer
 Phone 9264 4789

Web: www.apprenticeships.det.wa.edu.au

APPENDIX C COMPONENT B TRAINING PLAN EXAMPLE

For Head Contractors awarded State Government building and construction or civil and engineering projects. This Training Plan is due to the Department of Education and Training within four (4) weeks of the contract being awarded.

Head Contractor: Priority Builders Pty Ltd

Contract: Appletree Senior High School

Contract Number: 335 125 Contract Award Date: 1.3.2007

Project Site Address: Cnr Sanderson St and Orchard Rd Donnybrook

Site Contact Person: Mary Lou Position: Site Manager

Phone Number: 9123 4567 Mobile: 0412345678

Fax: 9123 6789 Email: mary.lou@priorityb.com.au

Project Commencement Date: 10.3.2007 Anticipated Completion Date: 1.8.2008

Apprentice/Trainee Training Requirement

Number of Apprentices/Trainees required under Priority Start – Building (as stated in contract): 2

Name: John Smith	Certificate/Qualification: Cert III Plumbing & Gas fitting
<input type="checkbox"/> Group Training – attach evidence OR <input checked="" type="checkbox"/> Indentured (directly employed)	GTO Name: MPA Skills
Name: Cathy Davis	Certificate/Qualification: Cert III Carpentry & Joinery
<input checked="" type="checkbox"/> Group Training – attach evidence OR <input type="checkbox"/> Indentured (directly employed)	GTO Name: HIA Apprentices
Name: Bob Crane	Certificate/Qualification: School Apprenticeship Link
<input type="checkbox"/> Group Training – attach evidence OR <input checked="" type="checkbox"/> Indentured (directly employed)	GTO Name:
Name:	Certificate/Qualification:
<input type="checkbox"/> Group Training – attach evidence OR <input type="checkbox"/> Indentured (directly employed)	GTO Name:

The Department of Education and Training must be notified of any personnel changes with apprentices and trainees nominated on the Training Plan.

Declaration

I/We have complied with the Priority Start Requirements as outlined in the Conditions of Registration.

Name of authorised person: _____ Signature: _____ Date: _____

Completed forms can be emailed, faxed or posted to:

Priority Start - Building Project Officer
Department of Education and Training
151 Royal Street
EAST PERTH WA 6004

Fax: (08) 9264 4853

Email: PS.Building@det.wa.edu.au

Enquiries:

Priority Start Project Officer
Phone 9264 4789

Web: www.apprenticeships.det.wa.edu.au

C.1 COMPONENT B - GUIDE TO TRAINING PLAN

- **For head contractors awarded State Government Building and Construction or Civil and Engineering Projects**
- **The Training Plan is due to the Department of Education and Training within four weeks of the contract being awarded.**

Priority Start – Building is a Western Australian State Government Policy designed to reduce skills shortages within the building and construction industry. The policy applies to all Head Contractors undertaking work on State Government building and construction projects including civil and engineering projects with a labour component in excess of \$300 000.

Apprentice/Trainee Training Requirement

As successful tenderer, you are required to provide training opportunities for a specific number of apprentices or trainees as specified in your tender documents. *Component B* of the Priority Start – Building policy requires the submission of a training plan listing the names of the apprentices or trainees nominated for the project.

Apprentice/Trainee Engagement Process

Head contractors can engage the number of apprentices/trainees specified in the tender documentation by direct indenture, engaging the services of a Group Training Organisation, nomination from existing workforce or via sub-contracting arrangements.

These apprentices/trainees are required to work on the project site or undertake off-site work related to the project (e.g., pre-fabrication processes).

To ensure all apprentices/trainees are fully engaged in productive work for the duration of the contract, the head contractor has the option of placing these apprentices/trainees on any project site suitable to their training needs, either another government project site or a private project site. Head contractors can request assistance from sub-contractors in the placement of these apprentices/trainees.

Apprentices or trainees recruited as a result of the Policy can only be nominated for one contract at a time, however once that nominated contract is completed they are eligible for re-nomination for any new projects.

Head Contractor Responsibilities

- It is the head contractor's responsibility to ensure compliance with the **Priority Start – Building** policy. As compliance with the policy is part of the contractual terms, any breach of the policy will be treated as a breach of contract.
- It is the head contractor's responsibility to notify the Department of any changes to the Training Plan, including personnel changes with apprentices and trainees.

Sub-contractor Responsibilities

- Sub-contractors are obliged to accommodate requests from head contractors to assist in providing work placement opportunities to apprentices/trainees recruited as a consequence of the Policy.

Additionally, apprentices or trainees engaged by sub-contractors can be used to meet compliance.

Further Information

Visit www.apprenticeships.det.wa.edu.au, email PS.Building@det.wa.edu.au or contact the Priority Start – Building Project Officer on 9264 4789.

APPENDIX D COMPONENT B - PRIORITY START - BUILDING PROJECT EXAMPLE 1

Brick Constructions has been awarded a Government Contract for the construction of the Ningaloo High School through the Department of Housing and Works. The project is scheduled to commence on 13 February 2007 with an expected completion date of 31 December 2007.

Under the **Priority Start – Building** Policy the head contractor (Brick Constructions) is required to provide training opportunities to **two (2)** apprentices/trainees. The **two (2)** apprentices/trainees are to be **nominated** to the Ningaloo High School project for the **duration** of the project (13 February 2007 to 31 December 2007).

Brick Constructions currently has **three (3)** non-Government contracts throughout the State.

Steps:

1. Two (2) apprentices/trainees must be **nominated** for the **duration** of the Ningaloo High School project
2. Apprentices/trainees can be sourced from:
 - a. Group Training Organisations
 - b. Direct indenture (ie Brick Construction)
 - c. A variety of nominated sub-contractors
3. Nominated apprentices/trainees can work on the:
 - a. Ningaloo High School project – Government contract
 - b. Brick Construction Project 1 – non Government/private
 - c. Brick Construction Project 2 – non Government/private
 - d. Brick Construction Project 3 – non Government/private
4. The expected completion date for the project is 31 December 2007. The two apprentices/trainees can be **nominated** for other projects after this date.

D.1 PRIORITY START - BUILDING PROJECT EXAMPLE 2

Burglary Construction has been awarded a Government Contract for the construction of the Crime Police Station through the Department of Housing and Works. The project is scheduled to commence on 24 May 2007 with an expected completion date of 2 March 2008.

Under the **Priority Start – Building** Policy the head contractor (Burglary Construction) is required to provide training opportunities to **two (2)** apprentices/trainees. The **two (2)** apprentices/trainees are to be **nominated** to the Crime Police Station project for the **duration** of the project (24 May 2007 to 2 March 2008).

Burglary Construction has also been awarded a second Government Contract through the Department of Housing and Works for the construction of the Lucky Bay College. The project is scheduled to commence on 1 August 2007 with an expected completion date of 31 July 2008.

Under the **Priority Start – Building** Policy the head contractor (Burglary Construction) is required to provide training opportunities to **three (3)** apprentices/trainees. The **three (3)** apprentices/trainees are to be **nominated** to the Lucky Bay College project for the **duration** of the project (1 August 2007 to 31 July 2008).

Burglary Construction currently has **two (2)** non Government contracts within the metropolitan area.

Steps:

1. **Two (2)** apprentices/trainees must be **nominated** for the **duration** of the Crime Police Station project
2. **Three (3)** apprentices/trainees must be **nominated** for the **duration** of the Lucky Bay College Project
3. Apprentices/trainees (**5 in total**) can be sourced from:
 - a. Group Training Organisation
 - b. Direct indenture (ie Burglary Construction)
 - c. Sub-contractor
 - d. Apprentices/trainees **nominated** for the Crime Police Station **cannot** be **nominated** for the Lucky Bay College project.
4. Nominated Apprentices/trainees can work on the
 - a. Crime Police Station project – Government contract
 - b. Lucky Bay College project – Government contract
 - c. Burglary Construction Project 1 – non Government/private
 - d. Burglary Construction Project 2 – non Government/private
5. Project ends.
 - a. The two apprentices/trainees (Crime Police Station) can be **nominated** for further projects at the completion of the project (3/03/2008)
 - b. The three apprentices/trainees (Lucky Bay College) can be **nominated** for further projects at the conclusion of the project (1/08/2008).

D.2 PRIORITY START – BUILDING PROJECT EXAMPLE 3

Civil Engineering has been awarded a Government Contract for the construction of the Coral Bay Rail Project through Main Roads WA. The project is scheduled to commence on 1 February 2007 with an expected completion date of 3 April 2008.

Under the **Priority Start – Building** Policy the head contractor (Civil Engineering) is required to provide training opportunities to **two (2)** apprentices/trainees. The **two (2)** apprentices/trainees are to be **nominated** to the Coral Bay Rail project for the **duration** of the project (1 February 2007 to 3 April 2008).

Civil Engineering currently has **two (2)** non-Government contracts throughout the State.

Steps:

1. Two (2) apprentices/trainees must be **nominated** for the **duration** of the Coral Bay Rail project
2. Apprentices/trainees can be sourced from:
 - a. Group Training Organisations
 - b. Direct indenture (ie Civil Engineering)
 - c. A variety of nominated sub-contractors
3. Nominated apprentices/trainees can work on the:
 - a. Coral Bay Rail project – Government contract
 - b. Civil Engineering Project 1 – non Government/private
 - c. Civil Engineering Project 2 – non Government/private
4. The expected completion date for the project is 3 April 2008. The two apprentices/trainees can be **nominated** for other projects after this date.

D.3 PRIORITY START – BUILDING PROJECT EXAMPLE 4

Residential Builders has been awarded a Government Contract through Homeswest for the construction of 1 x 3 bedroom dwelling at Lot 98, 24 Apple Terrace, Iluka. The project is scheduled to commence on 15 June 2007 with an expected completion date of 15 April 2008.

Under the **Priority Start – Building** Policy the head contractor (Residential Builders) is required to provide training opportunities to **one (1)** apprentice/trainee. The **one (1)** apprentice/trainee is to be **nominated** to the Apple Terrace project for the **duration** of the project (15 June 2007 to 15 April 2008).

Residential Builders currently has **two (2)** non-Government contracts throughout the State.

Steps:

1. Two (2) apprentices/trainees must be **nominated** for the **duration** of the Apple Terrace project.
2. Apprentices/trainees can be sourced from:
 - a. Group Training Organisations
 - b. Direct indenture (ie Residential Builders)
 - c. A variety of nominated sub-contractors
3. Nominated apprentices/trainees can work on the:
 - a. Apple Terrace project – Government contract
 - b. Residential Builders Project 1 – non Government/private
 - c. Residential Builders Project 2 – non Government/private
4. The expected completion date for the project is 15 April 2008. The one apprentice/trainee can be **nominated** for other projects after this date.

APPENDIX E PRIORITY START - BUILDING IN A NUTSHELL

For Western Australian Government building and construction contracts.

Priority Start – Building is a single new policy for government contracting arrangements in the building and construction industry that supersedes all existing tendering policies including:

- Priority Access policy;
- Homeswest Apprentice policy; and
- Building Skills policy.

It ensures that head contractors and their sub-contractors employ apprentices and trainees on all State Government building and construction sites.

Priority Start – Building is a more streamlined and less bureaucratic policy developed with the advice and assistance of the building and construction industry and Government Works Agencies.

It identifies and rewards contractors who already employ apprentices and trainees, but also requires head contractors to meet pre-determined target numbers of apprentices and trainees as a result of Government contracting.

Priority will be given to the recruitment of new entrants into the system and the recommencement of disengaged apprentices or trainees, however apprentices/trainees at any year of indenture may be nominated to meet the targets.

The policy applies to all Western Australian State Government building and construction contracts including civil and engineering contracts with an estimated **labour component** in excess of \$300 000.

POLICY COMPONENTS

The **Priority Start – Building** policy has two components.

Component A – Registration

All head contractors need to be pre-qualified before they are eligible to undertake any State Government works contract by demonstrating an ongoing commitment to training in both their private and government contracts.

This can be achieved by providing evidence of:

- direct indenture or hosting of apprentices or trainees as part of their workforce; or
- engagement of sub-contractors who employ or host apprentices or trainees.

This registration process will be renewable on an annual basis.

A six (6) month provisional registration for those unable to demonstrate compliance with Component A is available.

Component B – Training Requirement

Successful tenderers are required to meet a pre-determined training requirement as specified in the tender documentation by providing training opportunities for a specific number of apprentices or trainees to be engaged for the duration of the contract.

Head contractors can engage and nominate the number of apprentices/trainees specified by:

- direct indenture;
- engaging from a Group Training Organisation; or
- via sub-contracting arrangements.

Apprentices or trainees engaged in Works Agency specific training initiatives may also be nominated.

TRAINING REQUIREMENT TABLE

The training requirement is linked to the **labour component** of the contract as follows:

Value of the Labour for a Contract	Minimum Apprentice or Trainee Requirement
\$300 001 - \$1 million	1
\$1 000 001 - \$2 million	2
\$2 000 001 - \$3 million	3
\$3 000 001 - \$4 million	4
\$4 000 001 - \$5 million	5
\$5 000 001 - \$6 million	6
\$6 000 001 and above	Continuation of ratio*

*Projects with an estimated labour component in excess of \$6 million will be assessed on a project by project basis using the above ratios as a guide.

Other factors to be taken into account will be:

- Projects in remote and regional areas; and
- Projects that do not lend themselves to suitable training outcomes due to specific circumstances eg. out of hours work, and other work or worksites inappropriate for apprentice/trainee placement.

APPRENTICE/TRAINEE ENGAGEMENT

To ensure apprentices and trainees are fully engaged in productive work head contractors or their sub-contractors may place them on any construction site suitable to their training needs:

- the nominated Government project site;
- offsite venues relating to the pre-fabrication process; or
- any Government project site or private project site suitable.

Apprentices/trainees nominated for a specific contract cannot be nominated again until the initial contract is completed.

MONITORING AND REPORTING

Contractors are required to:

- ensure compliance under Component A of the policy prior to undertaking any State Government works contract;
- develop a Training Plan, outlining project details and nominated apprentices/trainees for endorsement by the Department within four weeks from acceptance of tender; and
- ensure employment opportunities conducive to suitable training outcomes for nominated apprentices/trainees are maintained.

APPENDIX F FREQUENTLY ASKED QUESTIONS

How do I achieve registration under Component A?

Registration under Component A of **Priority Start – Building** can be achieved by providing the Department of Education and Training with evidence of a commitment to the training of apprentices or trainees in the workplace. This can include:

- evidence of direct employment of apprentices or trainees; or
- evidence of engagement of sub-contractors who employ apprentices or trainees as part of their workforce.

Contractors unable to initially demonstrate the necessary criteria can apply for provisional registration (see 4.2 Component A – Registration).

How long does the registration last?

Registration under Component A of **Priority Start – Building** lasts for a twelve month period (see 4.2 Component A – Registration).

Will companies registered under Priority Access need to register under Priority Start – Building?

Contractors that already have Priority Access registration will receive automatic registration **on application** under Component A of **Priority Start – Building** (see 4.2 Component A – Registration).

Does my company have to keep the Priority Access registration valid as well?

No. **Priority Start – Building** supersedes all previous State Government Works Agencies tendering pre-qualification requirements (see 12.2 Existing Tendering Policies).

What responsibilities does my company have under Component B of the policy?

Successful tenderers are required to meet a pre-determined target by providing training opportunities for a specific number of apprentices or trainees for the duration of the project (see 4.3 Component B – Training Requirement).

How will I know what the training requirements are?

The number of apprentices or trainees to be employed will be pre-determined by the Government Agency and specified in the tender documentation (see 4.3 Component B – Training Requirement).

Who is responsible for the training requirement specified in the contract?

The head contractor is responsible for ensuring the recruitment and placement of the apprentices or trainees for the duration of the contract. Sub-contractors are obliged to assist the head contractor by providing work placements as required. Apprentices or trainees employed by sub-contractors can also be used to meet compliance obligations under Component B (see 6.0 Responsibilities).

How do I engage the required apprentices/trainees?

Head contractors can engage the number of apprentices/trainees specified in the tender documentation by:

- direct indenture or engagement from a Group Training Organisation;
- nomination from existing workforce; or
- nomination via sub-contractors workforce.

(see section 4.3.2 Apprentice/Trainee Engagement Process)

Once the contract is complete, can the apprentices or trainees be nominated for other contracts?

Apprentices and trainees can be nominated for any amount of projects, however they can only be nominated for one project at any given time.

Is the nominated apprentice/trainee required to stay on site for the duration of the contract?

Although it is expected that the apprentices/trainees will complete their respective trade obligations on the nominated government site, to ensure that they are fully engaged in productive work, the head contractor or sub-contractor has the flexibility to place the apprentices/trainees on any project site suitable to their training needs, such as another government project site or a private project site (see 4.3.3 Apprentice/Trainee Placement).

Has consideration been given to contracts granted in remote areas?

Projects in remote and regional areas, and those that do not lend themselves to achievable training outcomes will be assessed by the relevant Government Agency **prior** to being awarded any State Government works contract.

My company is having trouble finding apprentices/trainees to meet compliance obligations. Is there someone who can help?

Officers from the Department of Education and Training will assist head contractors who have difficulty in meeting their policy obligations. Additionally, all matters relating to compliance can be discussed in confidence with Departmental staff (see 13.0 Contact Us).

My company currently has a contract with obligations under the Building Skills policy. Will the Priority Start - Building policy have any effect on this?

Contracts attracting Building Skills policy compliance will continue as normal until the relevant project/s are completed.

Is there much paperwork involved?

Priority Start – Building offers a more streamlined and simplified reporting process. There are no log books or ongoing compliance reporting as with some previous policies.

Component A requires annual registration, while each new project will require an initial Training Plan.

All documentation can be faxed direct, or lodged electronically (see section 7.0 Compliance Process).