

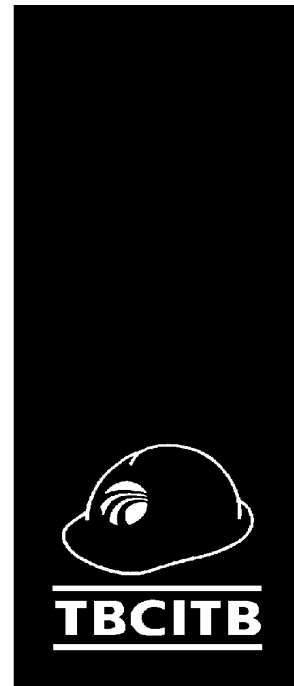
Application Form

This form must be completed in accordance with the Board's Training Policy and Funding Procedures and the information in the boxes are guides only. Where necessary, a detailed proposal must accompany this application.

Proponents may be requested to present their proposal to the Board or any of its Advisory Committees.

The form may be photocopied for additional requirements.

To be considered the application must be received by the Board at least three (3) working days before training commences. Approval must be obtained before training commences.



Financial Assistance for the Conduct of Training Courses

Title of Proposal

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Details of Proponents

Name of Organisation

Address

Postcode Phone

Email Fax

N° of Employees in Company (*please circle if applicable*) 2 or less 10 or less 11-50 51-100 100+

Contact Person

Position

Signature Date

Please note new section for disclosure of Other Funding Sources

Rationale

Stakeholders Consulted

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Justification

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Please specify all the relevant stakeholders in the building and construction industry you have consulted with. Justify the need for the proposed course clearly describing how it relates to the Board's training plans, the industry standards, the industry problems that will be addressed and your assessment of current situation in the context of available training arrangements.

Target Group

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This should be consistent with the target group description as well as the timeframe and proposed budget.

Actual Numbers to be Trained

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Course Aim

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Please indicate what the course will achieve as a whole.

Specific Learning Outcomes and Strategies

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Please describe the scope of the course (local, or statewide, or national) as well as the industry sectors, and occupational groups which would benefit from it.

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For accredited courses, a copy of the curriculum would suffice.

For courses not yet accredited, please attach a copy of the curriculum and course materials.

Marketing Strategy

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Please detail how the course and the Board would be promoted to the target group including request for the use of the Board's mailing list database. Drafts of promotional materials must be submitted to the Board for consideration with this application at the proponents expense.

Number of Training Contact Hours

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Method of Training Delivery and Evaluation

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Please outline how training would be conducted and its effectiveness measured in line with the aforementioned learning outcomes. Please state the evaluation strategy that would be used noting that the Board's evaluation form must be used as a minimum requirement as part of the evaluation process.

Credentials/Qualifications

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Please state the qualifications participants would obtain at the end of the training course.

Details of Resource Persons

Name

Organisation

Relevant Qualifications

Relevant Experience

Tasks to be Performed

Resource persons refer to those who would be directly involved in training delivery and evaluation. Where applicable, please attach details of other resource persons in this format.

Proposed Budget (Including GST)

Marketing

Salaries (Applicant)

Consultants

Communications

Printing/Stationery

Others (Please specify)

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Subtotal

Where applicable,
costs must be
shown against
each item.

Delivery

Salaries (Applicant)

Consultants

Course Materials

Accommodation/Travel

Venue Costs

Computer Expenses

Equipment

Printing/Stationery

Others (Please specify)

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Subtotal

Evaluation

.....

Salaries (Applicant)

Consultants

.....

Communications

Computer Expenses

Equipment

Others (Please specify)

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Subtotal

Total Cost

Other Funding Sources

Where other funding has been provided the Board will consider making a contribution to the gap.

Please provide the detail of other funding that your organisation is receiving to assist with the cost of providing this training (ie: source, number of funded places, value of contribution).

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Total cost (above)

Other funding

Gap

Charge(s) for Non-Industry Participants

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Normally, it would be expected that this charge should not be less than the total cost of the course divided by the minimum number of participants.

Timeframe and Monthly Cash Flows

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Information on dates of commencement, milestones and completion together with monthly cash flows must be provided to enable the Board to allocate funds to the course within the specified timeframes.

Key Feature

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Please summarise the most outstanding and innovative feature of this proposal.

Please attach all supporting documents and send to:

The Chief Executive Officer

TBCITB

2 Castray Esplanade, BATTERY POINT TAS 7004

PO Box 105, SANDY BAY TAS 7004

Ph: (03) 6223 7804 Fax: (03) 6234 6327

Email: email@tbcitb.com.au

Internet: <http://www.tbcitb.com.au>