

MAJOR PROJECTS SKILLS GUARANTEE

EXPLANATORY GUIDE

Version 1 January 2016

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1. POLICY STATEMENT

The Victorian Government is committed to creating job opportunities and promoting a strong and sustained vocational training culture through the employment of apprentices, trainees and engineering cadets within the Victorian building and construction industry.

To develop this, the Victorian Government, through its Major Projects Skills Guarantee ('Skills Guarantee'), will use the awarding of Victorian Government building, construction, infrastructure, civil engineering and other capital project¹ contracts to stimulate and enhance employment and vocational training in these sectors.

Under the Skills Guarantee, all publicly funded works contracts with a pre-tender estimated value at or in excess of \$20 million (inclusive of GST) will be required to utilise Victorian registered apprentices, Victorian registered trainees or engineering cadets for at least 10% of the contract works' total estimated labour hours. The Skills Guarantee will also apply to public-private partnership (PPP) projects valued over the applicability threshold.

The Skills Guarantee Policy operates separately to the Victorian Industry Participation Policy (VIPP).

2. OPERATIVE DATE

The Policy will apply from 1 January 2016.

Procurement for publicly funded building, construction, infrastructure, civil engineering and other capital project contracts valued over at or over the \$20 million threshold that commence on or after 1 January 2016 will be required to apply the Major Projects Skills Guarantee.

¹ 'Other' projects where the Skills Guarantee refers to Victorian Government funded projects that valued at or over the \$20 million threshold; have significant labour components, and have the capacity to engage apprentices, trainees and/or cadets. Generally they are projects which are likely to form part of Budget Paper No.4 titled 'State Capital Program'.

3. SCOPE

3.1 MANDATORY APPLICATION

The Skills Guarantee is to be applied as a mandatory requirement by Victorian Government departments and agencies to all publicly funded building, construction, infrastructure, civil engineering or other capital works contracts funded by, or undertaken by, departments or agencies, where they are valued at or over \$20 million (inclusive of GST).

3.2 VOLUNTARY APPLICATION

Under the Skills Guarantee, Victorian Government departments and agencies are to encourage all tenderers bidding for publicly funded building, construction, infrastructure, civil engineering or other capital works contracts valued under the \$20 million value threshold (inclusive of GST) to adopt the the Major Projects Skills Guarantee and its requirements.

3.3 PUBLICLY FUNDED

Publicly funded contracts describe procurement contracts involving Victorian Government procurement funding, via Victorian Government departments or agencies. For either externally delivered contracts or internally delivered contracts, the Skills Guarantee is to apply as long as there is any level of State Government procurement funding - and the total value of the contract is at or over \$20 million (inclusive of GST).

4. APPLICATION

4.1 MANAGERIAL RESPONSIBILITY

Responsibility for ensuring that the Skills Guarantee is applied to applicable procurement exercises, and for the on-going management of the Skills Guarantee will rest with Victorian Government departments or agencies undertaking and managing the procurement - assisted and supported as required by the Department of Economic Development, Jobs, Transport and Resources (DEDJTR). DEDJTR will also assume a central monitoring and reporting function for the Major Projects Skills Guarantee.

4.2 APPLICATION THROUGH PROCUREMENT PROCESSES

The Skills Guarantee is to be integrated into all stages of the procurement processes. It is to be:

- included a part of expression of interest;
- specified as part of the Requests for Tender;
- require all short listed bidders to prepare and submit a 'Compliance Plan'
- be included as part of tender evaluation;
- be incorporated into contracts as part of the general terms of the contract, and
- reported against and assessed as part of normal contract performance processes.

4.3 THE MINIMUM 10% MANDATORY REQUIREMENT

The core mandatory requirement under the Skills Guarantee is that a minimum of 10% of an applicable contract's total estimated labour hours, as determined by the prescribed deemed hours formula (see below), is to be contributed by hours of work performed by Victorian registered apprentices, Victorian registered trainees, and/or engineering cadets.

The mandatory requirement will be applied in the first instance to the principal, main, or head contractor awarded the applicable contract. It is anticipated that the principle contractor will flow the requirement through to their sub-contractors. The principal contractor will be responsible for reporting on progress towards the mandatory requirement and for final project compliance with the mandatory requirement.

4.4 DEEMED HOURS FORMULA

Under the Skills Guarantee, the mandatory requirement for applicable project contracts will be based on an estimate of total labour hours. The estimate of total labour hours will be based on the overall or total value of the contract, including all sub-contracting under the principal contract and will be determined using the prescribed deemed hours formula. Separate deemed hours formulas have been developed for applicable building and construction project contracts, infrastructure/civil engineering project contracts based on industry data (see below).

4.4.1 For building and construction project contracts

Building and construction project contracts refer to those contracts that include non-engineering type work including (but not limited to) commercial projects, schools, higher education, hospitals, police, fire and ambulance stations, civic buildings, courts and the like.

Total Contract Sum

Less GST 10%
Less profit margin
Less specialist equipment

= Adjusted contract price

Apply deemed labour ratio of 35% (materials 65%). Then convert to hours using deemed labour hourly rate of \$75.00. Apply minimum 10% apprentices, trainees and/or engineering cadets to determine target for compliance.

Indicative example for building and construction: Total Contract Value of \$25m.

	Rate	Value (\$)
Total contract sum		25,000,000
Less GST	10%	2,272,727
Less margin		1,000,000
Less specialist equipment		0
Total contract deductions		3,272,727
Adjusted Contract Price		21,727,273
Deemed labour ratio	35%	7,604,545
Deemed labour hourly rate	\$75 p/h	101,394
Minimum 10% target	10%	10,139 hours

4.4.2 For civil/infrastructure project contracts

Civil/Infrastructure project contracts refer to those contracts that include engineering based work that includes, but not limited to, roads, bridges, wharfs, train and tramway, water and sewerage treatment plants, water and sewerage reticulation pipelines and the like.

This formula should be used for civil/infrastructure project contracts that do not have elements of construction work.

Total Contract Sum

Less GST 10%
Less margin
Less specialist equipment

Adjusted contract price

Apply deemed labour ratio of 15% (materials 85%). Convert to hours using deemed labour hourly rate of \$70.00. Apply minimum 10% apprentices, trainees and/or engineering cadets to determine compliance target.

Indicative example for civil: Road Project - Total Contract Value of \$250m

	Rate	Value (\$)
Total contract sum		250,000,000
Less GST	10%	22,272,727
Less margin		10,000,000
Less specialist equipment		5,500,000
Total contract deductions		38,227,273
Adjusted contract price		21,772,727
Deemed labour ratio	15%	31,765,909
Deemed labour hourly rate	\$70 p/h	453,798
Minimum 10% target	10%	45,380 hours

4.4.3 For civil/building and construction (mixed) project contracts

Civil/building and construction (mixed) project contracts refer to contracts where the specified works are civil/infrastructure in nature but include significant building or construction elements such as train upgrades that include stations, or water treatment plants that include facility buildings or sheds.

Total Contract Sum

- Less GST 10%
- Less margin
- Less specialist equipment

Adjusted contract price

Apply deemed labour ratio of 25% (materials 75%). Convert to hours using deemed labour hourly rate of \$75.00. Apply minimum 10% apprentices, trainees and/or engineering cadets to determine compliance target

Indicative example for infrastructure/mixed civil: Water Treatment Plant - Total Contract Value \$50m.

	Rate	Value (\$)
Total contract sum		50,000,000
Less GST	10%	4,545,455
Less margin		2,000,000
Less specialist equipment		12,500,000
Total contract deductions		19,045,455
Adjusted contract price		30,954,545
Deemed labour ratio	25%	7,738,636
Deemed labour hourly rate	\$75 p/h	103,182
Minimum 10% target	10%	10,318 hours

4.4.4 For 'other' capital projects

The deemed hours formula for other capital project works contracts will be determined on a case by case basis and reflect the nature of work specified within these contracts. These project contracts may utilise either of the formulae outlined above, or combination of formulae if warranted by the specified works. Alternatively, where necessary, the formula may be subject to negotiation between procuring departments and agencies and tenderers/contractors. Any variation to the nominated formulae negotiated between contractors and departments or agencies for 'other' capital projects are to be reported to DEDJTR.

4.5 APPLYING THE MINIMUM 10% REQUIREMENT

Under the Skills Guarantee, the minimum 10% requirement is applied to the contract as a whole (in other words to all of the works specified in the contract). The Skills Guarantee and the 10% requirement are not directly applied to specific or individual parts, packages or components within individual works contracts.

Where works contracts for applicable projects include significant service components, then the value of that service component must be included as part of the overall contract value, and therefore be included in the calculation of the deemed estimated overall project labour hours and the minimum 10% requirement.

4.6 WHAT CAN CONTRIBUTE TO THE MINIMUM 10% CONTRIBUTION?

- The minimum 10% contribution may consist of labour hour contributions from *either* Victorian apprentices, Victorian trainees or engineering cadets, or from any combination from these groups.
- The Victorian apprentices, Victorian trainees or engineering cadets that are utilised *must* reflect the existing occupational profile of the sector workforce, and contractors are to avoid reliance on any one group to achieve compliance where this is outside the industry or sector norm.
- The contribution can include work hour contributions from either *existing or new* Victorian apprentice, Victorian trainees or engineering cadets or combinations of these.
- Contractors are to be *encouraged* to use Victorian apprentices, Victorian trainees or engineering cadets drawn from groups who are generally under-represented in industry vocational training such as women, and/or who face barriers to vocational training or the workforce more generally, such as indigenous or older apprentices, trainees or cadets or those with a disability. A key resource to achieve this will be state and federal employment programs for assisting disadvantaged job seekers.
- Contributions from Victorian apprentices may be from apprentices directly employed or from apprentices engaged indirectly through group training organisations (GTOs).
- Contributions from apprentices are to be from apprentices registered with the Victorian Registration and Qualification Authority (VRQA) - exemption is available in exceptional circumstances.
- Contributions from trainees is to be from trainees registered with the Victorian Registration and Qualification Authority (VRQA) - exemption is available in exceptional circumstances.
- Time spent by Victorian apprentices or Victorian trainees attending off site course related education at registered training organisations (RTOs) may be included as contributions towards the 10% requirement.
- Contributions by Victorian apprentices, Victorian trainees and engineering cadets needs to be accurately recorded and kept by principal contractors.
- Performance against the 10% requirement needs to be regularly reported by the principal contractor to the departmental or agency contract manager as part of normal performance reporting.

4.7 REPORTING ARRANGEMENTS

- Reporting arrangements for the Skills Guarantee are to be specified in contracts and are to operate as conditions of the contract.
- Reporting performance against the Skills Guarantee requirement is to be regular and progressive.
- The reporting intervals are to be specified by the principal contractor in their Skills Guarantee Compliance Plan (see below) and should include at least one performance report at the 12 month anniversary of the commencement date of the contract.
- Performance reports are to be against proposed schedules described in Skills Guarantee Compliance plans.
- Mandatory reporting requirements under the Skills Guarantee include:
 - preparation and submission of a Skills Guarantee Plan by short-listed tenderers (see pro-forma below)
 - preparation and submission of a Skills Guarantee Report by principal contractors - mid-way through contract works delivery phases (see pro-forma below) - and
 - preparation and submission of a Skills Guarantee Final Project Report by principal contractors within 2 months of contract works practical completion (see pro-forma below).
- All Skills Guarantee Compliance Reports, Skills Guarantee Interim Reports and Skills Guarantee Final Project Reports are to be:
 - provided by the principal contractor to the relevant department or agency contract manager;
 - kept on file by the relevant department or agency contract manager, and
 - copies forwarded by the relevant department or agency contract manager to DEDJTR (contact details provided below).
- Principal contractors will be required to keep supporting performance information and documentation.

	From:	When:	To:	Forwarded to:
Compliance Plan	Principal Contractor	Shortlisting - submitted Contract establishment - finalised	Dept/agency Contract Manager	DEDJTR
Performance reporting	Principal Contractor	As described in the Compliance Plan	Dept/agency Contract Manager	DEDJTR
Interim Report	Principal Contractor	Works delivery halfway point	Dept/agency Contract Manager	DEDJTR
Performance reporting	Principal Contractor	As described in the Compliance Plan	Dept/agency Contract Manager	DEDJTR
Final reporting	Principal Contractor	Practical completion/ Commissioning	Dept/agency Contract Manager	DEDJTR

4.8 COMPLIANCE

- Compliance arrangements for the Skills Guarantee Policy are to be specified in contracts and are to operate as general conditions of contract.
- The basis against which compliance is to be assessed is the 10% minimum compliance plan included as part of Skills Guarantee Compliance Plans submitted by tenderers.
- Departments and agencies may utilise support and assistance from DEDJTR (contact details below) and/or DET to monitor, assess or manage compliance at any stage.
- Where a principal contractor is experiencing difficulties achieving the minimum 10% requirement, it is expected that this will be reported by to the relevant department or agency contract manager, and that both parties seek to manage the issue to achieve a reasonable compliance outcome.
- The Victorian Government reserves the right to inspect contractors' records in order to verify and manage compliance with the Skills Guarantee Policy.

4.9 NON-COMPLIANCE

- Failure to comply with the 10% requirement provided under the Skills Guarantee Policy will constitute a breach of contract.
- Following completion of works, procuring departments or agencies will report all instances of non-compliant contract outcomes to departmental secretaries and/or agency chief executives.
- All non-compliant contract outcomes are to also be reported to DEDJTR (contact details provided below).
- Non-compliance with the Skills Guarantee Policy will be considered in any assessment or review of that principal contractor's eligibility to tender for any future Victorian Government contracts.
- Any record of non-compliance by a principal contractor with prequalification panel status will have that outcome noted against their panel status, and considered as a factor in assessment of panel status.

5. PROCUREMENT PROCESS REQUIREMENTS

5.1 TENDER STAGE

- A copy of the Skills Guarantee Policy and its requirements is to be provided as part of Request for Tender documentation. A policy statement is available at: <http://economicdevelopment.vic.gov.au/about-us/strategies-and-initiatives/major-projects-skills-guarantee>
- Bidders are to attest to having received and understood the Skills Guarantee Policy and requirements.
- Shortlisted bidders are to prepare and submit a Skills Guarantee Compliance Plan outlining the manner in which compliance is to be achieved (see pro-forma below).
- If the Department or Agency is not shortlisting bidders, the Department or Agency must request a Compliance plan at a suitable point to evaluate bidders prior to their appointment.
- Evaluation of Skills Guarantee Compliance Plans is to form part of shortlisted tender evaluation i.e. Building Skills Policy is to be a key selection criterion.
- Departments or agencies may seek assistance and/or advice from DEDJTR or DET in evaluating or assessing Skills Guarantee Compliance Plans.
- Any risks identified in the tender evaluation report should be managed by the department or agency in negotiating the final contract terms.

5.2 POST TENDER NEGOTIATIONS

- Any compliance related issues are to be considered and resolved during post tender negotiations and prior to contracts being awarded. Departments or agencies may seek assistance and/or advice from DEDJTR in managing and resolving compliance related issues.

5.3 CONTRACTS AWARDED/ESTABLISHED

- The Skills Guarantee Policy requirements must be incorporated into the contract terms as a reportable condition. This can be achieved by attaching the final agreed Skills Guarantee Compliance Plan to the contract, and using the relevant standard clauses in the contract.
- Principal contractors are to attend any briefings with the procuring department or agency on the Skills Guarantee Policy requirements.
- Principal contractors are to provide a key point of contact for liaison over the Skills Guarantee policy.

5.4 DELIVERY STAGE

- Contractors to provide regular performance reports to the procuring department or agency of progress against their Compliance Plan - reporting to be specified in the Skills Guarantee Compliance Plan.

5.5 PRACTICAL COMPLETION

- Contractors are to provide a Skills Guarantee Final Report to the procuring Department or Agency outlining final project performance against their Skills Guarantee Compliance Plan within 30 working days of practical completion.
- Contractors are to also declare and submit a statutory declaration that the contents of their Final Report are true and correct. The statutory declaration should be signed by the supplier's company Director, Chief Executive or Chief Financial Officer.
A template statutory declaration is provided below - templates are also available on the Department of Justice website:

<http://www.justice.vic.gov.au/home/justice+system/legal+assistance/statutory+declarations/>

- Where projects involve on-going service or maintenance programs established as part of the project contract, the Skills Guarantee Final Report will be required at the point at which the primary substance of the contract works been practically completed.
- Procuring departments and agencies are to provide DEDJTR with copies of all Final Reports.

6. REVIEW

The Major Projects Skills Guarantee will be initially reviewed after 12 months of operation.

7. DEDJTR CONTACT

For more detailed information or advice on Skills Guarantee please contact the following.

Major Projects Skills Guarantee Policy Officer
Department of Economic Development, Jobs, Transport & Resources
Address: Level 35, 121 Exhibition St, Melbourne, VIC, 3000
Email: mpsg@ecodev.vic.gov.au

8. DEFINITIONS AND ACRONYMS

Apprenticeships – are undertaken under a National Training Contract between an employer and an apprentice that combines structured training with paid employment. Apprenticeships are generally at Certificate III level (and above) in traditional trades such as carpentry, plumbing, metal fabricating, electrical or hairdressing. Apprenticeships typically have a nominal duration of three to four years and are competency based (i.e. finish when the apprentice is found competent by a registered training organisation and that competence is confirmed in the workplace by the employer).

Civil – refers to engineering based work that includes, but is not limited to, roads, bridges, wharfs, trains and tramways, water and sewerage treatment plants, water and sewerage reticulation pipelines and the like.

Traineeships – are undertaken under a National Training Contract between an employer and an apprentice that combines structured training with paid employment. Traineeships are undertaken at Certificate II level, as well as at higher levels including Diploma and Advance Diploma. Traineeships can be in areas including retail, business services, information technology or community services. Traineeships typically have a nominal duration of one to two years and are competency based.

Engineering cadets – combine formal university training with practical work experience. Cadetships vary in length depending on the vocation but are generally 18 month to 2 years in length. These are not undertaken under a National Training Contract.

The Goods and Services Tax (GST) is a broad-based consumption tax that aims to tax private final consumption expenditure. The rate of GST is currently 10%. For the purpose of the Major Projects Skills Guarantee the GST is the current rate of GST at the time of contract establishment.

Contract Manager – is the person within the Department or agency responsible for managing the procurement activity and therefore the Major Projects Skills Guarantee. If responsibility for the contract changes within the Department or Agency at any stage of the procurement activity, then the contract manager for a given Skills Guarantee applicable tender can be transferred to an appropriate person.

Group Training Organisation - employ apprentices and trainees and host them out to other businesses to undertake relevant on the job experience. The GTO, as the legal employer, is responsible for ensuring that the apprentices and trainees receive suitable training and experience.

Victorian Registration and Qualifications Authority (VRQA) is the statutory authority responsible for ensuring that employers of apprentices and trainees and providers of education and training (including course and qualification owners) meet quality standards, and that information is readily available to support informed choice in education and training. The VRQA registers certain education and training providers and awarding bodies; registers certain qualifications and accredits courses; registers children for home schooling in Victoria, and regulates apprenticeships and traineeships in Victoria.

Deemed hours formula is the method prescribed by the Major Projects Skills Guarantee. for determining a projects total estimated project labour hours, based on contract value. It is the basis from which the minimum requirement is determined for each applicable project.

Registered Training Organisation (RTOs) are those training providers registered by ASQA (or, in some cases, a state regulator) to deliver vocational education and training (VET) services. There are currently around 5000 RTOs in Australia who deliver nationally recognised courses and accredited Australian Qualifications Framework (AQF) VET qualifications - Certificates I, II, III and IV, Diploma, Advanced Diploma, Vocational Graduate Certificate, and Vocational Graduate Diploma. A complete list of RTOs is maintained at training.gov.au.

Victorian Industry Participation Policy (VIPP) - requires Victorian Government departments and agencies to consider opportunities for competitive local suppliers, including SMEs, when awarding contracts. The requirements under VIPP are articulated in the Victorian Industry Participation Policy Act 2003 (the VIPP Act).

Margin – refers to the Margin and Head Office recovery amount normally identified within the Construction Price breakdown within a construction contract.

Sub-contractor – refers to a person or legal entity hired by a head contractor (or prime contractor, or main contractor) to perform a specific task as part of the overall project and is normally paid for services provided to the project by the originating head contractor.

Specialist equipment – refers to significant items or systems of equipment of significant cost that is procured as part of the construction contract which could be deemed not to form part of a typical building works. Items may include but not limited to electro-medical equipment, rail signalling, ICT systems and so on.

9. CONTACTS & RESOURCES

Higher Education and Skills Group (Department of Education and Training)

<http://www.education.vic.gov.au/training/pages>

2 Treasury Place, East Melbourne

23, 33 St Andrews Place, East Melbourne

GPO Box 4367, MELBOURNE, Victoria 3001

E: edline@edumail.vic.gov.au

Ph. (03) 9637 2000

Victorian Registration and Qualifications Authority

L4, Casselden Place, 2 Lonsdale Street, Melbourne Vic 3000

GPO Box 2317, Melbourne Vic 3001

Ph. +61 3 9637 2806

Group Training Association of Victoria

L3, 478 Albert Street, East Melbourne, Victoria 3002

E: admin@gtavic.asn.au

Ph: (03) 9639 3955

The Australian Apprenticeship Support Network

<http://www.australianapprenticeships.gov.au/>

Ph. 13 38 73

Australian Apprenticeships Pathways

<http://www.aapathways.com.au/Home>

L1, 117-131 Capel Street, North Melbourne, 3051

Ph: 1800 338 022

VECCI Apprenticeships Services

Ph: 1300 365 336

<http://www.vecci.org.au>

Melbourne Head Office	446 Collins St, MELBOURNE VIC 3000, (03) 8662 5333
Bairnsdale	80-88 Main Street, BAIRNSDALE VIC 3875, (03) 5227 7984
Ballarat	Federation Uni, Suite 5, Lydiard St South, Ballarat VIC 3350, (03) 5327 7100
Bendigo	21 Short Street, BENDIGO VIC 3550, (03) 5434 1100
Geelong	20 Lt Ryrie Street, GEELONG VIC 3220, (03) 5227 7900
Mildura	159B Eighth Street, MILDURA VIC 3500, (03) 5021 0784
Narre Warren	58-60 Victor Cres, NARRE WARREN VIC 3805, (03) 8794 1111
Shepparton	168 Corio Street, SHEPPARTON VIC 3630, (03) 5227 7934
Sunshine	Shop 1, 5 Devonshire Rd, SUNSHINE VIC 3020, (03) 9334 1800
Traralgon	11 Kay Street, TRARALGON VIC 3844, (03) 5173 9250
Warragul	155 Queen Street, WARRAGUL VIC 3820, (03) 5624 3850
Warrnambool	173 Lava Street, WARRNAMBOOL VIC 3280: (03) 5562 7886
Wodonga	95 Hume Street, WODONGA VIC 3690, (03) 5227 7941

Australian Industry Group Training Services

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Mob: 0419 169 649 / Ph: 03 5444 5531

MAJOR PROJECTS SKILLS GUARANTEE: COMPLIANCE PLAN

Contract

Number: _____

Title: _____

Deemed hours: _____

Principal Contractor

Trading Name: _____

Address: _____

Phone: _____

Email: _____

Contact Person

Name: _____

Signature of authorised person _____ Date _____

Table 1. Estimated utilisation

Please indicate how many of the following groups are expected to be utilised for all of the works specified in the contract and over the life of the contract

	Existing (at commencement)	New (at commencement)
No. Apprentices		
No. Trainees		
No. Engineering cadets		

Table 2. Estimated Occupational profile

Please specify what types of apprentices, trainees or engineering cadets are expected to be used.

Occupational type	Estimated Number	Estimated number	
		Existing	New
Apprentices			
a. e.g. plumbers	6	1	5
b.			
c.			
d.			
e.			
f.			
g.			
h.			
i.			
h.			

Trainees

- a.
- b.
- c.
- d.
- e.
- f.
- g.

Engineering cadets

- a.
- b.
- c.
- d.

Acknowledgement

We are aware and acknowledge that under the Major Projects Skills Guarantee, the Victorian Government actively encourages the use of Victorian apprentices, Victorian trainees and/or engineering cadets who are drawn from groups who are under-represented in vocational training such as women, and/or from those who have faced barriers to employment generally such as such as indigenous, those with a disability, older people, or recently retrenched employees.

Acknowledged

MAJOR PROJECTS SKILLS GUARANTEE:

INTERIM AND FINAL COMPLETION REPORT

A statutory declaration must be submitted with interim and final reports

Interim Compliance Report

Final Compliance Report

Contract

Number: _____

Title: _____

Deemed hours: _____

Principal Contractor

Trading Name: _____

Address: _____

Phone: _____

Email: _____

Contact Person: _____

Date: _____

Performance Summary

Table 1. Overall outcomes

Agreed Deemed hours (as per plan)	Total Hours Achieved - Interim	As % of target	Total Hours Achieved - Final	As % of target
Minimum 10% target =				

Table 2. Disaggregated outcomes

	Total hours	Hours from new	Hours from existing
Apprentices			
Trainees			
Engineering cadets			
TOTAL			

Table 3. Representation

	No. Female	No. Indigenous	No. Mature aged (45+)	No. CALD Culturally & linguistically diverse	No. With Disability
Apprentices					
Trainees					
Engineering cadets					

I declare the above information is true and correct

Signature of authorised person

Date

STATE OF VICTORIA

STATUTORY DECLARATION

I, _____,
[full name]

of _____,
[residential address]

_____, do solemnly and sincerely declare that:-
[occupation]

I acknowledge that this declaration is true and correct, and I make it with the understanding and belief that a person who makes a false declaration is liable to the penalties of perjury.

Declared at _____,

in the State of Victoria, this _____ day of

_____ 20_____

Signature of deponent making this declaration

Before me:

Signature of authorised witness

The authorised witness must print or stamp his or her name, address, and title under section 107A of the Evidence (Miscellaneous Provisions) Act 1958 (as of 1 January 2010), (previously Evidence Act 1958), (e.g. Justice of the Peace, Pharmacist, Police Officer, Court Registrar, Bank Manager, Medical Practitioner, Dentist)

