



State Records Act 1997

Operational Records Disposal Schedule

Construction Industry Training Board (CITB)

RDS 2014/07 Version 1

Effective Date: 19 April 2016 to 30 June 2026

Approved Date: 19 April 2016

Approved by SRC



Construction Industry Training Board (CITB)

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Construction Industry Training Board (CITB)

Preamble

Purpose of the Schedule

This Operational Records Disposal Schedule (RDS) authorises arrangements for the retention or destruction of records in accordance with Section 23(2) of the *State Records Act 1997*.

Application of the Schedule

Construction Industry Training Board (CITB)

Approved Date: 19 April 2016

Effective Date: 19 April 2016 to 30 June 2026

Authorisation by State Records

This authorisation applies only to the disposal of the records described in the Schedule.

State Records' Contact Information

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Disposal of Official Records

Legislation

Section 23(1) of the *State Records Act 1997* states that an agency must not dispose of official records except in accordance with a determination made by the Manager [Director] of State Records with the approval of the State Records Council.

Section 23(2) states:

‘If an agency requests the Manager to make a determination as to the disposal of official records, the Manager must, as soon as practicable:

- (a) with the approval of the [State Records] Council, make a determination requiring or authorising disposal of the records in a specified manner; or
- (b) make a determination requiring delivery of the records into the custody of State Records or retention of the records and later delivery into the custody of State Records.’

The contents of an RDS, once the approval process is complete, constitute a determination within the meaning of the *State Records Act 1997*.

Functions of the Schedule

An RDS plans the life of these records from the time of their creation to their disposal. It describes the records created and/or controlled by Construction Industry Training Board, the disposal sentence specifying whether they are to be retained as archives or destroyed, and when this should occur.

This Operational Records Disposal Schedule has been prepared in conjunction with staff from Construction Industry Training Board to determine the records which need to be kept because of their long term value and to enable the disposal of records once they are no longer needed for administrative purposes. The assessment of the records takes into account their administrative, legal, evidential, financial, informational and historical values. The appraisal of the records is in accordance with the State Records’ policy as documented in *Appraisal of Official Records – Policy and Objectives* - available from State Records’ website (www.archives.sa.gov.au).

The Schedule complements the General Disposal Schedules (GDS) that are issued by State Records to cover housekeeping and other administrative records common to most State Government agencies.

Using the Schedule

The Schedule applies only to the records described within it.



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Layout

The Schedule is laid out as follows:

Item Number: Numbering in the Schedule is multi level:

- Functions have single numbers (*e.g.* 1.)
- Activities and/or processes have two-level numbers (*e.g.* 1.1)
- Disposal classes have three-level numbers (*e.g.* 1.1.1)

Function: The general functions are shown in 12 point bold Arial upper case at the start of each section. (*e.g.* **INDUSTRY TRAINING**)

Activity/Process: The activities and processes relating to each function are shown in 12 point bold Arial sentence case (*e.g.* **Vocational Education Programs**).

Description: Descriptions are in three levels ranging from broad functions to specific disposal classes:

- definitions of functions are shown at the start of each section in bold (*e.g.* **The function of developing industry related skills and training programs, conducting research into training and personnel needs of the industry, liaison with educational, professional and training organisations, and supporting apprentices, employers and those in remote areas.**)
- definitions of activities are located adjacent to the activity title in italics *e.g.* *The activity of identifying and developing education programs to enhance vocations for youth, and promoting construction industry careers.*
- descriptions of each disposal class are arranged in sequence under the activity definitions.

Disposal Action: Disposal actions relate to the disposal classes arranged under the activity descriptions. The status of the class is either PERMANENT or TEMPORARY with a disposal trigger and retention period given for all temporary records.

Retention Period of the Record

The Schedule is used to sentence records. Sentencing involves applying the record retention periods within the RDS to the records of Construction Industry Training Board. Decisions are made using the Schedule about whether records are to be retained and, if so, for how long, or when they are to be destroyed.



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Retention periods set down in the Schedule are minimum ones and Construction Industry Training Board may extend the retention period of the record if it considers there is an administrative need to do so. Where Construction Industry Training Board wishes to retain records for substantially longer periods it should request that the Schedule be amended to reflect this requirement.

Custody and Transfer of the Record

Permanent Records

Section 19 of the *State Records Act 1997* includes provisions for the transfer of custody of an official record:

- a) when the agency ceases to require access to the record for current administrative purposes or
- b) during the year occurring 15 years after the record came into existence - whichever first occurs

Official records that have been sentenced as permanent, in accordance with an approved disposal schedule, are required to be transferred to State Records.

Agencies with valid reasons to retain permanent records for longer than 15 years should apply in writing to Director [Manager], State Records requesting either a postponement or an exemption from section 19.

It should be noted that postponement or exemption are only granted in exceptional circumstances.

Temporary Records

The custody of official records that have been sentenced as temporary is the responsibility of agencies. A policy and standards framework for the management and storage of temporary value official records has been established by State Records as documented in *Records of Temporary Value: Management and Storage: Standard and Guidelines (May 2002)*. Construction Industry Training Board needs to comply with these policy documents - available from State Records' website (www.archives.sa.gov.au).

The custody of official records on networks or hard drives is also the responsibility of agencies. Construction Industry Training Board needs to ensure that records in electronic format remain accessible to authorised users for the duration of the designated retention period. State Records is, however, currently examining options for the transfer of permanent value electronic records in digital form to its custody.



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Destruction of Temporary Records

Temporary records can only be destroyed with the approval of the CE or delegate in accordance with the *Destruction of Official Records Guideline* issued by State Records of South Australia. Failure to comply with this direction falls under Section 17 of the State Records Act 1997 and may be considered by ICAC as misconduct or maladministration.

Prior to destruction, the following General Disposal Schedules (GDS) need to be consulted:

- ***GDS 16 Impact of Native Title Claims on Disposal of Records*** to ensure records which are relevant to native title claims in South Australia are identified and preserved.
- ***GDS 27 for Records Required for Legal Proceedings or Ex Gratia Applications Relating to Alleged Abuse of Former Children Whilst in State Care*** to ensure the preservation of official records that may relate to the rights and entitlements of the individuals who present a court claim or apply for an ex gratia payment and of the State Government in defending or processing those claims and applications.
- ***GDS 32 for Records of Relevance to the Royal Commission into Institutional Responses to Child Sexual Abuse*** to ensure that records of relevance to the Royal Commission are protected and available for the purposes of the Royal Commission and any subsequent actions involving the South Australian Government as well as for future reference and accountability purposes and to protect the rights and entitlements of stakeholders.

Construction Industry Training Board must ensure that all destruction is secure and confidential and that a certificate confirming destruction is provided by private contractors.

Standard methods for destruction of paper are shredding, pulping or other means that are environmentally friendly.

Records in electronic format must only be destroyed by reformatting or rewriting to ensure that the data and any “pointers” in the system are destroyed. “Delete” instructions do not offer adequate security as data may be restored or recovered.

Construction Industry Training Board should keep their own record of all records destroyed, noting the relevant disposal authority. Proof of destruction may be required for legal purposes, or in response to FOI applications. When records are destroyed systems that control them should also be updated by inputting destruction dates and relevant disposal authorities.



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Review

State Records' disposal schedules apply for a period of ten years. Either Construction Industry Training Board or State Records may propose a review of the Schedule at an earlier time, in the event of changes to functions or procedures that affect the value of the records covered by the disposal authority. Reviews are especially necessary if there is vast administrative change that affects the currency and use of the records and/or the records are dispersed to other agencies.

The State Records Council needs to approve all amendments to the Schedule. Officers using the Schedule should advise State Records of any necessary changes.

Approved by SRC



Construction Industry Training Board (CITB)

Context Statement

Context of the Agency Covered by the Schedule

Construction Industry Training Board History and Background

The Construction Industry Training Board (CITB) – “the Board” - is a body corporate established at the request of the South Australian building and construction industry, through enactment of the *Construction Industry Training Fund (CITF) Act 1993*. The Act explains that the purpose of CITB is to establish and administer a fund to be used to improve the quality of training in the building and construction industry, to coordinate appropriate training and to provide for the imposition and collection of a levy for the purposes of the fund¹.

On September 30 1993 an industry association, the Construction Industry Training Council (CITC) was formed. CITC Incorporated was incorporated under the *Associations Incorporation Act 1985* and consulted with unions, employer organisations, peak industry bodies, government and statutory authorities across the building and construction industry. Initiatives included the improvement of the level and quality of existing training, and to address the skills shortage in the building and construction industry. The CITC ceased to exist when the *CITF Act* came into being in 1993, with the CITB becoming the successor.

CITB is not part of the Crown, nor is it an agency or instrumentality of the Crown. Whilst CITB is not an agency for the purposes of the *Freedom of Information Act 1982*, it is an agency for the purposes of the *State Records Act 1997* – an incorporated body established under an Act (*the Construction Industry Training Fund Act 1993*) for a public purpose and therefore meets the criteria for ‘agency’ under Section 3(1)(e)(i) of the *State Records Act* and under Section 3(1)(e)(ii) of the same Act, ie “..an incorporated...body established or subject to control or direction by ...a Minister of the Crown...”.

On 10 November 1992, a Bill was introduced to the South Australian Parliament to establish a mandatory training levy of 0.25 percent on the value of building and construction work undertaken in South Australia, which in turn would provide a fund for expenditure on training provision across the building and construction industry.² The levy was proposed by employers and unions in the industry with the aim of improving the level of skills of new and existing employees in the industry with a resultant increase in productive efficiency.

In addition to administering the levy and the training fund, CITB continued the existing functions of the Council with respect to training coordination and advice to industry and government. It continued to play Council’s role as an Industry Training Advisory Body supporting Construction Training Australia in its development of national competency standards, and embracing the strategic directions for vocational education and training. It also

¹ Annual Report 2014 p3

² House of Assembly, SA. Hansard 10 Nov 1992 p.1286



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committed to ensure that training continues during economic downturn so that industry has ongoing access to a skilled workforce.³

Alignment with other States

During the 1990s, several States established Construction Industry Training Organisations to be funded in the form of a statutory training levy from construction projects, and currently operate in four other Australian States and Territories: Queensland, ACT, Tasmania and Western Australia.

Tasmania was the first state to enact enabling legislation. The Tasmanian Building and Construction Industry Training Board was established under the *Building and Construction Industry Training Fund Act 1990*.

The Western Australia Construction Training Fund was established in 1990 by the *Building and Construction Industry Training Fund and Levy Collection Act 1990*. The South Australian CITB legislation was derived from the Western Australia model.

The Building and Construction Industry Training Fund Queensland, established in 1998, is an income tax exempt charitable trust. The Minister of the Queensland Department of Education, Training and Employment is the sole member of the Company and appoints the directors who are all industry representatives.

The ACT Building and Construction Industry Training Fund Authority, established in May 1999, is the statutory body responsible for providing funding for the training of eligible workers in the ACT building and construction industry. The responsibilities, governance and powers of the Authority are set out in the *Building and Construction Industry Training Levy Act 1999*.

South Australia - The Levy

The legislation provides for a levy of 0.25 percent on all building and construction work valued in excess of \$15,000. The sectors of the building and construction industry are housing, commercial and civil. These are represented by Committees prescribed in the Act, and CITB has established a fourth Committee covering the Specialist Services sector encompassing plumbing, electrical and related trades areas that operate across the other three sectors.

The Act provides for some exemptions from the levy. Construction work associated with electricity generation, mineral, oil or natural gas exploration production or processing is not imposed by the levy⁴. Work on Commonwealth land is also exempt from the levy. Certain other exemptions are detailed in Schedules and Regulations.

³ Annual Report 1994/1995 p1

⁴ Construction Industry Training Fund Regulations 2008



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The Fund

The training fund was developed as an effective vehicle for improving and developing industry-based training and skills acquisition and which would contribute toward an adequately trained, competent and safe workforce, and hence the industry's ability to be nationally and internationally competitive.⁵ The Fund consists of all levies and penalties collected, and investment dividends.

Training

CITB recognised the need for training to be based upon endorsed national competency standards, the industry training framework, and the National Framework for the Recognition of Training, to provide training which facilitates pursuit of career paths, and to provide for training which is based on the short and long term needs of members of the industry.⁶

CITB produces an Annual Training Plan for the building and construction industry which is endorsed by the Ministers⁷. The Plan outlines priority areas for training for the forthcoming year, and is developed in conjunction with industry to ensure tailored relevance. This in turn ensures that resources are allocated where they are most needed.

In 1998 CITB began work on a VET in Schools program that was to be called "Doorways2Construction". Introduced in 1999, the program persists in 2016 as the largest and most enduring of its kind anywhere in Australia. Approximately 8,000 students have undertaken the program, with many having progressed to work at various roles within the industry.

By 2014, CITB was able to celebrate 20 years success in training in the industry and introduced a successful Field Officer pilot program. Confirmation of its success in 2014 resulted in an additional three positions to support that work in the field. As a result, and despite declining apprentice numbers, the uptake of apprentice training support by employers exceeded expectations by a significant margin⁸.

To improve the quality and data from on-the-job training activity, a digital on-job log book training tool "My Profiling" was successfully launched in 2014⁹. The tool integrates skills progress for apprentice, employers and trainers.

⁵ Annual Report 1994/1995 p. 1

⁶ Annual Report 1994/1995 p1

⁷ Currently (April 2016) Hon Kyam Maher, Minister for Employment, Hon Susan Close, Minister for Higher Education and Skills

⁸ Annual Report 2014 p7

⁹ Annual Report 2014 p7



Construction Industry Training Board (CITB)

The Board

Under the Act¹⁰ the Sector Standing Sub-Committees represent the interests of their particular sector in relation to the management of the Fund. The Committees are:

- Housing Sector Standing Sub-Committee
- Commercial Sector Standing Sub-Committee
- Civil Sector Standing Sub-Committee

Whilst these are not Committees of the Board, a Joint Sector Committee synthesizes feedback from all three sectors and advises the Board on the allocation of money from the Fund.

The Board comprises a presiding member, five persons appointed to represent the interests of employers in the building and construction industry, three persons appointed to represent the interests of employees in the industry, two persons appointed to represent Vocational Education and Training. The Act provides for an observer nominated by the Commonwealth Minister of Employment, Education and Training¹¹, but this has never been enacted. Indeed since the demise of the Commonwealth Industry Training Boards in 2002, the nature of the relationship with the Commonwealth has fundamentally changed.¹²

The Board establishes working parties as required to resolve issues within their functional responsibility. This process involves the co-opting of people from sector committees and industry, eg. a working party was established to develop a training package for the Construction Industry Common Induction Program known as “White Card”. The Specialist Services Working Party was formed in 1994 to represent the interests of specialist services in the industry.

In 1994, in its first full year of operation, the Strategic directions of CITB were¹³:

- promotion and dissemination of information
- streamlining of processes
- review membership of the Sector Committees and Specialist Services Working Party
- review of the functions of CITB under the Act
- implementation of the industry training framework
- evaluation of training
- assistance with workplace assessment
- research
- actions to address the needs of disadvantaged groups
- development of an effective reporting framework
- development of a long term strategic plan for the identification and delivery of short and long term future training requirements.

¹⁰ CITF Act 1993

¹¹ Annual Report 1994/1995

¹² Interview with CEO Steve Larkins, 19 January 2016

¹³ Annual Report 1994/1995 p2



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These strategic directions remain current in 2016.

Stakeholders

CITB works closely with key stakeholders in the government and in the building and construction industry, including the Master Builders Association, Local Government Authorities, unions, schools, Group Training Organisations (GROs) and Registered Training Organisations (RTOs).

Within the State Government, Department of State Development (DSD) – Traineeship and Apprenticeship Services (TAS) is responsible for regulating South Australia’s traineeship and apprenticeship system. This includes assisting employers, apprentices and trainees to fully understand the implications of entering into a training contract, registering employers to employ and train apprentices and policy development and advice.

CITB has a Memorandum of Understanding (MoU) with TAS to log in, access data, download reports, contact lists and summaries of apprentices they fund. CITB has also established a MoU with the Department for Education and Child Development (DECD) in respect of salary sharing an embedded role of Program Manager D2C within CITB.

Construction Industry Training Board Role and Function

CITB collects a levy of 0.25% (1/400th) of the value of building and construction work in South Australia over \$15,000 and uses the fund to:

- provide financial support to employers of apprentices to reduce cost barriers to entry, maximize completion of qualification, and increase quality of training conducted
- promote construction as a career, ensuring a pipeline of apprentices to sustain the future workforce
- promote a training culture ensuring the industry is up to date in skills, workplace safety and technologies
- provide discounted training for short courses to reduce perceived cost barriers to upskilling
- provide funding support to employers and apprentices
- fulfil their prescribed advisory function to the Minister, including feedback directly from industry
- develop a preferred supplier list of RTOs to training card holders and monitor their performance
- operate school based vocational education programs
- operate industry networks to tailor training requirements
- operate innovative programs and support new methodologies, techniques and technologies



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- carry out research and evaluation through market surveys and research projects¹⁴.

CITB is responsible for administering the Training Fund, and preparing annual Training Plans. The fund provides for the implementation of the training plan, payments to collection agencies, refunds of levies and the administration of the CITB. The training plan is prepared to improve the quality of training and the level of skills in the industry. It sets out priorities for employment related training, directly related to the needs of the sectors and is submitted to the Minister for approval.

Training supported by CITB is centred on four pillars: apprenticeships, construction support, innovations and access and equity. Recognising that a highly skilled workforce is essential to attracting investment, apprenticeships are promoted as a preferred pathway into the construction industry, supported by improving the quality of training and completion rates.

In continuously upskilling and cross-skilling construction workers, there is an emphasis on safety and compliance, licensing, supervisory, technical and allied business skills, to support the retention, career progression, productivity and job satisfaction of building and construction workers.

Training in areas of emerging needs attracts allocated funding and includes the adoption of building information modelling, and maintenance of heritage trades skills.

Access and equity efforts include those to people in remote Aboriginal communities, where the (nationally registered) Certificate 2 in Construction and Maintenance is delivered through local involvement. This promotes the involvement of a portion of local labour in projects. Access and equity also includes training for older construction workers, women and skilled migration.

Construction Industry Training Board Structure Description

CITB has been organised to reflect its core business – the collection of a levy on all construction work, research and evaluation and the promotion and provision of industry training.

The Chief Executive Officer heads up three major teams: Finance and Business Services, Policy and Programs, and Client Support. Please refer to the attached Organisation Chart (Appendix A).

Finance and Business Services, is responsible for the administration of all financial matters including levies, information management systems and records management, and compliance.

¹⁴ <http://www.citb.org.au/AboutCITB> (CITB website)



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Policy and Programs also encompasses Research and Evaluation, and is responsible for the Annual Training Plan development, reporting, RTO compliance, Access and Equity, the Research/Evaluation and Industry Advisory functions which include Training Package development.

Client Support, is responsible for the Field Officer team, Eligibility management and customer support.

Board and Committees

The Board is informed by several Committees with varying levels of delegation and responsibility. (Please refer to Attachment B.)

Standing Committees

The Board operates a series of Standing and Advisory Committees in order to develop policy. Two Board Committees, comprised of five Board Members each, carry the following functions:

- Training Policy Committee – which deals with needs determination, eligibility, scope of training, volume and rates of support; The Entry Level Training Reference Committee reports to the Training Policy Committee.
- Finance and Audit Committee – deals with fiduciary matters, revenue, accountability and compliance, and prudential management.
- A Contract Review and Assessment Committee comprises up to four Board members and meets when required for explicit tasks.

Sector Committees

The legislation prescribes the formation of Sector Committees which provide a strong industry focus – Housing, Commercial and Civic, and Specialist Services covering plumbing, electrical and related services. Sector Committee input is the principal mechanism through which the Annual Training Plan is developed.

Advisory Committees

The Joint Services Advisory Committee comprises two representatives from each of the Sector Committees, considers input from each of the Sector Committees and directly feeds back to the Board through the Training Policy Committee.

Working Parties are created as required.



Construction Industry Training Board (CITB)

Predecessor Entities

Construction Industry Training Council (CITC)¹⁵.

Successor Agencies

There are no successor agencies.

Legislation

Legislation administered by the CITB:

- *Construction Industry Training Fund Act 1993*
- *Construction Industry Training Fund Regulations 2008*

Relevant legislation NOT administered by CITB:

- *Building Work Contractors Act 1995*
- *Building and Construction Industry Security of Payment Act 2009*
- *Fair Work (Building Industry) Commonwealth Act 2012*

Context of the Records Covered by the Schedule

Coverage of RDS 2014/07

This RDS covers closed and ongoing records of CITB from 1993. It does not include the records of its predecessor the Construction Industry Training Council, which was an incorporated association.

The RDS is intended to provide comprehensive coverage for operational records including paper-based files and digital records stored in information management systems and shared drives. CITB has offices at 5 Greenhill Road, Wayville which provides for all administrative and managerial tasks.

Records in digital formats must be managed and maintained by migrating and reformatting as required to ensure ongoing accessibility for evidentiary, historical and administrative purposes in accordance with their permanent or temporary disposal status.

The records covered by this RDS include records documenting collection of the levy, administering the training fund, preparing the training plan and managing the support services behind these tasks.

¹⁵ CITC was not an agency for the purposes of the State Records Act.



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Financial support to employers and apprentices is made by CITB both through discounted costs of training, and in the case of Group Training Organisations for tuition fees. These essentially involve the payment of invoices on behalf of employers and such records are covered by GDS 30.

Related Series Affected by RDS 2014/07

There are no related series affected by this RDS.

Complementary Schedules to RDS 2014/07

There are no complementary schedules to this RDS.

Existing Disposal Schedules Superseded by RDS 2014/07

There are no existing Disposal Schedules superseded by this RDS.

Records Structure within Construction Industry Training Board

Records of CITB are managed by individuals within each team, with oversight, policy and procedure managed by the Finance Officer. Individuals create their own hardcopy files within a given two-level hierarchical subject-oriented classification system maintained within the shared N:/drive. There is no register of files to date, although the development of the RDS will commence some more rigorous recordkeeping in the future.

Broad Description and Purpose of the Records

The records of the teams comprising the Board include hardcopy files, digital records in shared drives and email systems, and databases. The SQL database Training and Levy Administration System (TALAS) was implemented in 2008, replacing a previous system Levy and Training Administration System (LATAS). Data from LATAS was imported / migrated to TALAS, providing data back to 2005. Both LATAS and TALAS operated in parallel until June 2015, to ensure all legacy data was migrated, and LATAS was then decommissioned. TALAS includes records of their core business, the Board and corporate records. At present, there is no overarching recordkeeping policy or procedure which requires compliance and consistent records management across the teams.

Corporate records at CITB are hybrid digital and hard copy. Records are duplicated from digital originals to hard copy printed renditions although CITB is considering moving towards a fully digital office in the future. Individuals manage their own digital/paper preferences, and records are stored in their offices in folders, sleeves and other containers including folders on the shared drive. Annual lever arch files are created for managing records of levies and compliance. There is a plan to sentence records currently stored off-site, and to relocate all remaining hard copy records to a centralised compactus in the future.



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Functions and Activities Documented by the Records

The functions and activities of CITB were derived from researching Annual Reports, Training Plans and other documentation on the CITB website, and meetings with all staff. The two predominant functions specific to CITB are *Industry Training*, and *Levy Management and Compliance*. All other Board functions are covered by GDS 30 v.1. These specific functions and their component activities are as follows:

Industry Training

- Committees
- Operational Policy and Procedures
- Research and Evaluation
- Reporting
- Trainer Engagement
- Training Support
- Vocational Educational Programs

Levy Management and Compliance

- Compliance Auditing
- Levy Collection
- Operational Policy and Procedures.

Financial support to employers and apprentices is made by CITB both through discounted costs of training, and in the case of Group Training Organisations for tuition fees. These essentially involve the payment of invoices on behalf of employers and such records are covered by GDS 30.

Arrangement of the Records

Records are arranged with individuals according to the two-level subject classification scheme. No control numbers are utilised. To date capacity has not existed to provide quality control of records created or boxed and relocated off-site. These matters are planned for the future, following the development of the RDS.

Every individual stores records and email attachments in MS: Outlook. There is also a significant quantity of data kept in the SQL database: Training and Levy Administration System (TALAS). TALAS is the primary repository of training information, including Training Organisations, training activity, training card renewals, short course programs, levies, school enrolments and student information and field notes.

In the near future it is planned for TALAS to be integrated to the back end of the CITB website to facilitate online external access through smart mobile telephones.



Construction Industry Training Board (CITB)

Agency Creating the Records

Construction Industry Training Board that administers the records covered by this RDS also created them.

Agency Owning or Controlling the Records

Construction Industry Training Board that administers the records covered by this RDS also controls or owns them.

Date Range of the Records

Records Date Range: 1 January 1993 to **Ongoing**

Volume of the Records

The estimated volume of records affected by this RDS is as follows:

- Commercial off-site storage (Iron Mountain) – approximately 300 linear metres
- Wayville offices – 25 linear metres

The annual creation rate of files is approximately 10 linear metres across the office.

Special Custody Requirements

There are no special custody requirements.

Special Storage Requirements

There are no special storage requirements.

Issues Not Mentioned Previously

There are no issues that have not already been mentioned.

Comments Regarding Disposal Recommendations

Permanent Records Rationale

Records deemed to be permanent are those which have a continuing value to the State or are of national significance. The appraisal objectives adopted by State Records of South¹⁶ Australia for identifying records of permanent value relevant to the records covered by this Schedule are:

¹⁶ *Appraisal of Official Records – Policy and Objectives Guideline* February 2003 Version 1.8



Construction Industry Training Board (CITB)

Objective 4: *To identify and preserve official records substantially contributing to the knowledge and understanding of the society and communities of South Australia.*

The records of CITB which meet this objective include:

- records documenting proceedings of the Sector Committees and Joint Services Committee concerning industry priorities, feedback from the industry, advice regarding courses, the state of the industry and issues. Includes agenda, minutes and meeting papers. (Item 1.2.1)
- final reports of major research projects approved or commissioned by CITB. Major projects are those that inform the State, eg. Impact of Mining Research Project, OH&S Project and Automated Log Book Project. (Item 1.5.2)

Objective 5: *To identify and preserve official records that contribute to the protection and well being of the community or provide substantial evidence of the condition of the State, its people and the environment, and the impact of government activities on them.*

The records of CITB which meet this objective include:

- annual reporting for the Doorways2Construction (D2C) and other vocational and educational programs, including analytics from website reports maintained in the CITB business system (currently TALAS). (Item 1.4.1)
- employment program summaries including apprentice statistics, performance, demographic trends and other statistics maintained in the CITB business system (currently TALAS) (Item 1.5.1)

Aboriginal and Torres Strait Islander records

While CITB delivers training to Aboriginal and Torres Strait Islander (ATSI) persons, such training is not specifically targeted at ATSI people and the recording of whether someone is ATSI is not done in any deliberate or consistent way. As a result, this RDS does not include specific disposal coverage for records relating to ATSI individuals.

Temporary Records Rationale

Temporary value records are those considered not to have continuing value to CITB, the State Government, nor to society. Records documenting core business activities in this Schedule that are considered of temporary value, have short terms before expiry.

These include:

- Statistical reports and destination data of student outcomes following school enrolment. (Item 1.5.9)



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- Records documenting mentoring and support provided to apprentices by the Field Officers, including notes of meetings. (Item 1.7.10)

and activities where the retention decision was guided by complementary temporary disposal actions in the GDS 30 v.1.

Other Disposal Considerations

There are no other considerations for or against the retention or destruction of records affected by this RDS.

Disposal Recommendation Effect on Related Records

There are no related records affected by the disposal recommendations in this RDS.

Alternative Record Formats

There are no alternative record formats.

Impact on Native Title Claims

There is no discernible relevance to Native Title Claims.

Indigenous Considerations

The determinations within *RDS 2014/07* are consistent with Recommendation 21 of the *National Inquiry into the Separation of Aboriginal and Torres Strait Islander Children from Their Families*.

The principles outlined in *GDS 16*, relating to Native Title claims, have also been considered in the development of this Schedule.

RDS 2014/07 meets all cultural, historical, legal and administrative requirements.

All documents considered relevant to native title in South Australia must be checked for actual relevance with the Native Title Section of the Crown Solicitor's Office before being disposed of.



Construction Industry Training Board (CITB)

Scope Note

Records Covered by this Schedule

This RDS 2014/07 applies to the administrative and managerial records of the Construction Industry Training Board.

This RDS covers closed and ongoing records of CITB from 1993. It does not include the records of its predecessor the Construction Industry Training Council, which was an incorporated association.

The RDS is intended to provide comprehensive coverage for operational records including paper-based files and digital records stored in information management systems and shared drives. CITB has offices at 5 Greenhill Road, Wayville which provides for all administrative and managerial tasks.

The records covered by this RDS include records documenting collection of the levy, administering the training fund, preparing the training plan and managing the support services behind these tasks.

Financial support to employers and apprentices is made by CITB both through discounted costs of training, and in the case of Group Training Organisations for tuition fees. These essentially involve the payment of invoices on behalf of employers and such records are covered by GDS 30.

How to Apply this Schedule

Use in conjunction with GDS

This Schedule should be used in conjunction with **GDS 30**, as amended, or its successor. Cross-references to the **GDS 30** are included in this Schedule where appropriate.

To identify records that may be potentially relevant to native title claims, please refer to guideline *Identifying documents which may be relevant to Native Title* attached to **GDS 16**. Where records sentenced for temporary retention are identified as having potential relevance to a native title claim, they need to be retained until 31 December 2024.

To identify records that may be potentially relevant to *Legal Proceedings or Ex Gratia Applications Relating to Alleged Abuse of Former Children Whilst in State Care*, please refer to **GDS 27**. Where records sentenced for temporary retention are identified as having potential relevance, they need to be retained until 31 December 2020.

To identify records that may be potentially relevant to the *Royal Commission into Institutional Responses to Child Sexual Abuse*, please refer to **GDS 32**. Where records sentenced for temporary retention are identified as having potential relevance, they need to be retained until 31 December 2023.



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Use in conjunction with, or complementary to, other RDS

This Records Disposal Schedule does not complement any existing schedules.

Other RDS superseded by RDS 2014/07

This RDS does not supersede any existing schedules.

Re-sentencing of records where schedules are superseded or particular entries within a schedule are superseded

In this instance, the re-sentencing of records is not required.

Records excluded from RDS 2014/07

There are no records excluded from cover by this RDS.

Application to records in all formats

RDS 2014/07 applies to records in all formats, including databases and other electronic records. Construction Industry Training Board is required to ensure that records remain accessible for the duration of designated retention periods.

Interpretation of the Schedule

Minimum retention periods

Retention periods for temporary records shown in *RDS 2014/07* are minimum retention periods for which records need to be retained. It is at the discretion of Construction Industry Training Board as to whether records are kept for longer than the minimum period.

Acronyms

- **AWDI** – Aboriginal Workforce Development Initiative
- **CITB** – Construction Industry Training Board
- **CITF** – Construction Industry Training Fund
- **D2C** – Doorways2Construction – program of lifetime learning in the industry
- **DECD** – Department for Education and Child Development
- **DSD** – Department of State Development
- **GTO** – Group Training Organisation
- **LATAS** – Levy and Training Administration System
- **MoU** – Memorandum of Understanding
- **RTO** – Registered Training Organisation
- **SQL** – Structured Query Language
- **TALAS** – Training and Levy Administration System



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- **TAS** – Traineeship and Apprenticeship Services
- **VET** – Vocational Education Training

Definitions of terms specific to RDS 2014/07

- **Building or construction work** – refer Schedule 1 of the *Construction Industry Training Fund Act 1993*
- **Collection Agency** - any organisation or business contracted by CITB and authorised to collect or receive levy payments from Project Owners
- **Major Project** – projects that inform the State and National industries bodies in broader relevant contexts
- **Minor Project** – Internal research projects undertaken by management
- **Project Owner** - person engaged to carry out (including by the use of one or more subcontractors) building or construction work – or – a person for whose direct benefit the building or construction work exists on its completion

Legal Deposit

Legal deposit refers to statutory provisions that oblige publishers to deposit copies of their publications in libraries in the country in which they are published. Under the Commonwealth *Copyright Act 1968* and various Australian state Acts, a copy of any work published in Australia must be deposited with (a) the National Library of Australia and (b) the appropriate State Library. Legal deposit extends not only to commercial publishers but also to private individuals, clubs, churches, societies and organisations.

In South Australia, one copy of publications produced for external use should be deposited with the State Library and the Parliamentary Library (section 35, *Libraries Act 1982*). Publications include books, newspapers, magazines, journals, pamphlets, maps, plans, charts, printed music, records, cassettes, films, video or audio tapes, computer software CD-ROMS, compact discs and other items made available to the public.

Records and Litigation

Where Construction Industry Training Board is aware that records may be required for use in litigation, for use in a government enquiry or the consideration of the Ombudsman, the records must not be destroyed. In such circumstances the records must be retained until two years after all cases and enquiries are complete (including appeals) and then have the original retention period applied to the records.

Pre-1901 Records

All pre-1901 records are required to be **retained permanently** in accordance with a motion approved by the State Records Council on 19 February 2008.

In this instance, this RDS does **NOT** apply to pre-1901 records.



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Approved by SRC



Construction Industry Training Board (CITB)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 INDUSTRY TRAINING			
1	INDUSTRY TRAINING	The function of developing industry related skills and training programs, conducting research into training and personnel needs of the industry, liaison with educational, professional and training organisations, and supporting apprentices, employers and those in remote areas.	
1.1	Agreements	<i>The processes associated with the establishment, maintenance, review and negotiation of agreements. (KAAA)</i>	
1.1.1	Agreements	Consolidated copy of contracts providing details of purpose, period and cost between the Board and parties eg. Registered Training Organisations.	PERMANENT
1.2	Committees (CITB)	<i>The activities of industry sector committees, joint services committees and working parties and their liaison with the Board. See GDS 30 Item 2.6 BOARD AND COMMITTEE MANAGEMENT – Proceedings, for meeting records of the Board and its Committees</i>	
1.2.1	Committees (CITB)	Records documenting proceedings of the Sector Committees and Joint Services Committee concerning industry priorities, feedback from the industry, advice regarding courses, the state of the industry and issues. Includes agenda, minutes and meeting papers.	PERMANENT
1.2.2	Committees (CITB)	Records of working parties established to resolve industry issues, eg. trade licensing and training packages. Includes co-opting members from industry and sector committees and reporting to National Industry Skills Council.	PERMANENT
1.2.3	Committees (CITB)	Facilitative records of committees and working parties, including travel, venue and hire, draft terms of reference and correspondence with potential members to contribute.	TEMPORARY Destroy 5 years after action completed.



Construction Industry Training Board (CITB)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 INDUSTRY TRAINING			
1.3	Operational Policy and Procedures	<i>Standard method of operating documented by the agency according to statutory requirements or formulated policy.</i>	
1.3.1	Operational Policy and Procedures	Master copy of agency policies and procedures relating to industry training.	PERMANENT
1.3.2	Operational Policy and Procedures	Facilitative records of agency policies and procedures relating to industry training.	TEMPORARY Destroy 5 years after action completed.
1.4	Reporting	<i>The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of their examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns. (KAAA)</i>	
1.4.1	Reporting	Annual reporting for the Doorways2Construction (D2C) and other vocational and educational programs. Includes analytics from website statistics reports and details of training funding maintained in the CITB business system (currently TALAS).	PERMANENT
1.4.2	Reporting	Surveys conducted for the Board by external specialists, eg. annual training evaluation survey and industry awareness survey.	TEMPORARY Destroy 5 years after action completed.
1.4.3	Reporting	Training reports created internally for the Executive Leadership Team.	TEMPORARY Destroy 5 years after action completed.



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 INDUSTRY TRAINING			
1.5	Research and Evaluation	<i>The activity of investigating and conducting enquiries into the training and skills needs of the building and construction industry and evaluating the suitability of existing or potential programs. Includes review and ongoing monitoring. (See also 1.4 Reporting)</i>	
1.5.1	Research and Evaluation	Employment program summary reports including apprentice statistics, performance, survey results, demographic trends and other statistics maintained in the CITB business system (currently TALAS). Also includes review and ongoing monitoring for documenting trends and program demands.	PERMANENT
1.5.2	Research and Evaluation	Final reports of major research projects approved or commissioned by the Board. Major projects are those that inform state and national industries bodies, such as Impact of Mining Research Project, OH&S Project and Automated Log Book Project.	PERMANENT
1.5.3	Research and Evaluation	Records of minor research projects which utilise compilations of existing data within the organisation, eg. internal analyses and cross-checking of sector support funding.	TEMPORARY Destroy 10 years after action completed.
1.5.4	Research and Evaluation	Training package feedback from industry, Sector Committees and working parties, providing industry intelligence for research.	PERMANENT
1.5.5	Research and Evaluation	Information gathering surveys conducted quarterly and ad hoc, of performance of apprentices.	TEMPORARY Destroy 5 years after action completed.
1.5.6	Research and Evaluation	Survey data conducted for the Board by external specialists, eg. annual training evaluation survey and industry awareness survey. Includes report and presentation.	TEMPORARY Destroy 5 years after action completed.



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 INDUSTRY TRAINING			
1.5.7	Research and Evaluation	Statistics and destination data of student outcomes following school enrolment.	TEMPORARY Destroy 5 years after action completed.
1.5.8	Research and Evaluation	Facilitative records of research, including research project information gathering, drafts of meetings and literature reviews, working papers, arrangements and travel.	TEMPORARY Destroy 5 years after action completed.
1.6	Trainer Engagement	<i>The activity of identifying and engaging with suitable trainers and guides to develop and deliver training and skills programs and courses. (See also TALAS data, item 1.7.1)</i>	
1.6.1	Trainer Engagement	Annual summary record of registration of Registered Training Organisations (RTOs).	PERMANENT
1.6.2	Trainer Engagement	Records documenting the engagement of trainers to deliver CITB-specific programs such as the "Wise Guys" train-the-trainer program involving older construction workers, Women in Construction and Skilled Migration programs.	PERMANENT
1.6.3	Trainer Engagement	Records documenting the engagement of trainers to deliver other CITB-specific programs involving older construction workers, Women in Construction and Skilled Migration programs.	PERMANENT
1.6.4	Trainer Engagement	Other records of registration of Registered Training Organisations (RTOs).	TEMPORARY Destroy 5 years after action completed.
1.7	Training Support	<i>The activity of identifying training and skills needs in the industry, developing innovative training plans and courses, and identifying delivery mechanisms. Includes mentoring and supporting apprentices, employers and those in remote areas.</i>	



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 INDUSTRY TRAINING			
1.7.1	Training Support	Summary records of trainers, training programs and training activity as maintained in the CITB business system (currently TALAS).	PERMANENT
1.7.2	Training Support	Master copies of Training Plans developed for all skill areas in the industry, including priorities for employment related training and Ministerial approvals.	PERMANENT
1.7.3	Training Support	Records documenting construction and maintenance skills delivery to remote Aboriginal communities, incorporating local involvement and delivering access and equity through the Aboriginal Workforce Development Initiative.	PERMANENT
1.7.4	Training Support	Records documenting CITB-specific innovation and trade development in response to identified industry needs, eg. heritage stone masonry, building information modelling (BIM) and other technologies where the Board develops base level training and funds the delivery.	PERMANENT
1.7.5	Training Support	Other records documenting innovation and trade development.	TEMPORARY Destroy 5 years after action completed.
1.7.6	Training Support	Records of liaison between the Board and industry, community and government to develop building and construction industry workforce plans, identify trends and skills needs, and issues relating to career advice for a skilled workforce.	TEMPORARY Destroy 5 years after action completed.



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 INDUSTRY TRAINING			
1.7.7	Training Support	Records of approved training and education for apprentices and construction workers. Includes application, correspondence, identification, evaluation, approvals and renewals. <i>(See also summary records, 1.7.1)</i>	TEMPORARY Destroy 7 years after action completed.
1.7.8	Training Support	Facilitative records of training plan development, including amendments, revisions and variations, and the delivery of skills to remote communities. Includes travel arrangements and searches for potential participant trainers.	TEMPORARY Destroy 5 years after last action.
1.7.9	Training Support	Records documenting endorsement of courses by industry leaders.	TEMPORARY Destroy 5 years after last action.
1.7.10	Training Support	Records documenting mentoring and support provided to apprentices by the Field Officers, including notes of meetings, log books, etc.	TEMPORARY Destroy 5 years after last action.
1.8	Vocational Education Programs	<i>The activity of identifying and developing education programs to enhance vocations for youth, and promoting construction industry careers.</i>	
1.8.1	Research and Evaluation	Records of the D2C program coordinated with the Department of Education and Child Development (DECD) and maintained in the CITB business system (currently TALAS). Includes details of schools, students, pathways and employment placements eg. home restoration projects. <i>(See also 1.4 Reporting)</i>	PERMANENT



Construction Industry Training Board (CITB)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 INDUSTRY TRAINING			
1.8.2	Vocational Education Programs	Facilitative records relating to programs, including D2C, eg. promotions, media releases, advertising and commercial arrangements and enquiries through social media. Includes enrolments from schools and student identity information, photographs and permissions from students and teachers.	TEMPORARY Destroy 5 years after action completed.



Construction Industry Training Board (CITB)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 LEVY MANAGEMENT AND COMPLIANCE			
2	LEVY MANAGEMENT AND COMPLIANCE	The function of managing levies paid by eligible building and construction companies. Includes collection and agreements with collection agencies, and building site inspections. <i>(See GDS 30 Financial Management for other funds records)</i>	
2.1	Compliance Auditing	<i>The activity of ensuring compliance with the legislation by building and construction organisations, regarding construction projects, funding and cost variations, through site inspections or examinations by authorised officers.</i>	
2.1.1	Compliance Auditing	Records documenting auditing by the CITB, of building approved by local government authorities, and construction projects. Includes site inspections and examinations by authorised officers, and those as maintained in the CITB business system (currently TALAS).	TEMPORARY Destroy 7 years after action completed.
2.2	Levy Collection	<i>The activity of receiving levy payments directly or from a collection agency, including payment arrangements and penalties.</i>	
2.2.1	Levy Collection	Records of collection agencies contracted by CITB. Includes appointment and remuneration.	TEMPORARY Destroy 8 years after action completed. If digital, maintain and reformat as required for administrative purposes.
2.2.2	Levy Collection	Levy collection data maintained in the CITB business system (currently TALAS). Includes payment and refund arrangements, penalties and remissions, variations and notification of such, and revocations of determinations.	TEMPORARY Destroy 7 years after action completed.



Construction Industry Training Board (CITB)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 LEVY MANAGEMENT AND COMPLIANCE			
2.3	Operational Policy and Procedures	<i>Standard method of operating documented by the agency according to statutory requirements or formulated policy.</i>	
2.3.1	Operational Policy and Procedures	Master copy of agency policies and procedures relating to levy management.	PERMANENT
2.3.2	Operational Policy and Procedures	Facilitative records of agency policies and procedures relating to levy management.	TEMPORARY Destroy 5 years after action completed.



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