

WORKFLOW PROCESS

- Lodging an application
- Invoicing

September 2020

LODGING AN APPLICATION

I AM AN EMPLOYER

LODGING AN APPLICATION FOR FUNDING FOR EMPLOYEE TRAINING

Have an account
LOGIN

Dont have an account
SIGN UP

ELIGIBILITY

☐ Do you operate a business in the Tasmanian building and construction industry?

☐ Are 80% or more of your staff engaged in on-site, trades-based work?

☐ Are you a supplier of materials or products to the industry?

☐

☐

If x criteria are met, then

If <x criteria are met, then

OOPS!

It looks like you may not be eligible for TBCITB funding. Please contact us here (link to email enquiry form) and we will contact you to discuss eligibility.

ELIGIBILITY

☐ Are you employed in the Tasmanian building and construction industry?

☐

☐

If x criteria are met, then

If <x criteria are met, then

LOGIN

Email:

Password:

Or

SIGN UP

Email:

Contact number:

Create password:

Individual login - seperate passwords

BUSINESS INFORMATION

Business Name:

Postal Address:

Trading Address:

Email:

Ph/Mobile:

ABN:

Bank details: [Click Here](#)

Year of business commencement: (Scrolling year selector)

Year

1999

2000

2001

.....

2003

Number of employees:

☐ Full time

☐ Part time

Registered for GST?

YES

NO

Primary business activity (drop down options)

Primary Business Activity

Builder

Plumber

Electrician

Other (Add)

Primary Business Sector

Residential

Commercial

Civil

Other (Add)

Are these details correct?

☐ YES

☐ NO - Please update

NEXT (visible once YES is selected)

Company bank detail options

SSL/seperate screen

CONFIRM

UPDATE

If Yes, then add GST to invoice template

If No, then delete GST from invoice template

NEW JOIN

ASSIGN COMPANY ID CODE

Transfer details to invoice

Track business data against code: Micro, Small, Med or Lge business

Commencement year

Region (via suburb)

APPLICATION

ATTENDEES: (Dropdown menu of previously-enrolled employees)

| Name | Position | TBCITB No. | Enrol | Delete employee |
|--------------------|-----------|------------|--------------------------|--------------------------|
| Jane Smith | Carpenter | 31612 | <input type="checkbox"/> | <input type="checkbox"/> |
| Josh Brown | Manager | 12345 | <input type="checkbox"/> | <input type="checkbox"/> |
| Enter new employee | xxxx | xxxx | <input type="checkbox"/> | |

COURSE DETAILS: (Dropdown menu of courses)

Course details

Working at Heights

First Aid - CPR

First Aid - Basic

Vehicle Licence upgrade - Medium Rigid

Cert IV Building and Construction

Enter other course details here - Supporting documents required

TRAINING PROVIDER: (Dropdown menu of providers)

Training Providers

OnRoad OffRoad

St John's Ambulance

Enter other provider here

COURSE COST (per person) \$ Includes GST ☐ Excludes GST ☐

COURSE DURATION: (Time selection spinner)

| Hours | Days | Weeks |
|-------|------|-------|
| | 1 | |
| | 2 | 1 |
| 0 | 3 | 2 |
| 1 | 4 | 3 |
| 2 | 5 | 4 |

COURSE START/END DATE: (Calendar date picker)

Select date Start

Expected completion date

NEXT (visible only if all fields completed)

If other course name entered:

To continue, you are required to upload a copy of the course outline or other supporting documentation, confirming content, duration, delivery date/s and cost.

Please upload your document/s here:

File upload

NEXT (visible only if document uploaded)

Application Note:

this information to be summarised on final page for confirmation

Course Details Note:

once a course is deemed eligible for this list, we send the provider a logo (to be designed) that they can use on their promotional material to advise funding eligibility

WORKFORCE DEVELOPMENT PLAN

This page is optional.

The TBCITB encourage all businesses to record planned training and professional development activities here.
Completion of this Plan will trigger reminder emails from the TBCITB and updates about relevant courses and special funding offers as they become available.

COMPLETE A WORKFORCE DEVELOPMENT PLAN

NOW

LATER

GO TO
WDP TEMPLATE

GO TO
'APPLICATION PENDING
APPROVAL'

APPLICATION DETAILS – FOR REVIEW

Please check the following details and select
'CONFIRM' to submit the application.

Application summary details

X
X
X
X

GO BACK

CONFIRM

GO TO
APPLICATION
PAGE

APPLICATION PENDING APPROVAL
Your application is being assessed by our
team and we will contact you shortly.

EMAIL APPLICATION TO
BUSINESS MANAGER

BUSINESS MANAGER REVIEW

APPROVAL

REJECTION

EMAIL TO APPLICANT WITH
ADVICE & INSTRUCTION

EMAIL TO APPLICANT
WITH CONTRACT

GENERATE APPROVAL#

UPDATE
APPROVAL #

*INVOICING UPDATES

Back End Note:
Note Facility - Staff only view

INVOICING

