

# INCOLINK TRAINING SUBSIDY ELIGIBILITY CHECKLIST



Master  
Builders®

ASSOCIATION



**‘All Incolink members are eligible to access Incolink subsidised training to further develop the skills of our industry. If you, or your employees, have enrolled for a course with a provider other than Master Builders, you may be eligible to recover course costs from allocated Incolink funds.’**

**Please complete the Eligibility Checklist below to determine if you qualify for a reimbursement on your Incolink Subsidised Training completed with a training provider other than Master Builders.**

- My company has been contributing to the Incolink Training Levy, in addition to the Incolink Redundancy Fund within the last 12 months.
- The training completed, by myself or my employees, was conducted by an RTO (Registered Training Organisation) or TAFE.
- I am submitting an incolink training subsidy application in the same financial year in which the training was undertaken.
- The training I wish to list in my application has not already been subsidised or funded. This includes Incolink Training vouchers, VET-FEE Help, VTG, etc.
- The training course completed, was a training course not already provided by Master Builders.
- The training course is relevant to working in the building and construction industry.
- The qualification is not a degree or post graduate qualification.
- The qualification is not a Pre apprenticeship or apprenticeship.
- The training has been completed and I have evidence of completion and evidence of payment for the training to provide Master Builders with my application.

***If you have not ticked all of the above boxes you may not be eligible to recover course costs from allocated Incolink funds. Please contact the Master Builders on 03 9411 4555 for more information.***

## Allocation Amounts\*

Subsidy applications received in the 2016/2017 financial year period will be subject to an allocated amount. Allocations start at \$1,250 and are subject to increase based on the Membership Category you hold with Master Builders. Contact the Training Department for more information.

**\*A maximum subsidy payment of \$1,000 per individual, per course is available upon proof of successful completion each financial year.**

**\*This will be dependant on the amount of available funds held at the time of the application.**

**\*Once you have checked your eligibility, complete and submit the form on the next page. Your application will be assessed by the Master Builders.**

**\*Non Members can also apply for Incolink refunds – subject to the eligibility checklist above.**

**For further information about the subsidy scheme, contact the Funding Administrator on;  
(03) 9411 4555  
trainingfunding@mbav.com.au**



