

Incolink Training Subsidy Eligibility Checklist & Application Form

Master Builders Association of Victoria



‘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.

<input type="checkbox"/> My company is a member of the Master Builders Association of Victoria	<input type="checkbox"/> The completed training course was not already provided by Master Builders.
<input type="checkbox"/> My company has been contributing to the Incolink Training Levy, in addition to the Incolink Redundancy Fund within the last 12 months.	<input type="checkbox"/> The training course is relevant to working in the Building and Construction Industry.
<input type="checkbox"/> The training completed, by myself or my employees, was conducted by an RTO (Registered Training Organisation) or TAFE.	<input type="checkbox"/> The qualification is not a degree or post graduate qualification.
<input type="checkbox"/> I am submitting an Incolink training subsidy application in the same financial year in which the training was undertaken.	<input type="checkbox"/> The qualification is not a Pre apprenticeship or apprenticeship.
<input type="checkbox"/> The training I wish to list in my application has not already been subsidised or funded. This includes Incolink Training vouchers, VET Student Loan, Skills First, etc.	<input type="checkbox"/> The training has been completed and I have adequate evidence of both completion and payment to provide to Master Builders with my application.

Note: 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 and ask to speak to our Onsite Coordinator for more information.



332 Albert Street
East Melbourne, VIC 3002
ABN 38 004 255 654 RTO 3935

GPO Box 544
Melbourne, VIC 3001

(03) 9411 4555
www.mbav.com.au

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Allocation Amounts*

Subsidy applications received in the 2019/2020 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 Institute 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 both checklists and the application 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 Onsite Coordinator on:

(03) 9411 4555 or trainingfunding@mbav.com.au

Application Checklist (Must be completed)

I HAVE:	EVIDENCE ATTACHED:
<input type="checkbox"/> Checked that the training meets the eligibility criteria (Eligibility Checklist)	<input type="checkbox"/> Of payment of course/s E.g. Tax Invoice receipt or EFT copy
<input type="checkbox"/> Completed ALL details in form below	<input type="checkbox"/> That the training was completed. Name/s of individual/s is on the document issued by the RTO E.g. Copy of statement/s of Attainment.

Company Name:				
Company Address:	<i>Street No. Street Name</i>	<i>Suburb</i>	<i>State</i>	<i>Postcode</i>
Contact Person:	<i>Full Name</i>	<i>Email</i>		
Employer Incolink No.:		Master Builders		
		Membership No. :		

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Application Form (Must be completed)

COURSE NAME	TRAINING PROVIDER	RTO NO	START DATE	END DATE	PARTICIPANT NAME	PRICE PER INDIVIDUAL	TOTAL COST \$
Total Claim Amount:							

Return your completed checklists and application with the required supporting documentation to:

Email: trainingfunding@mbav.com.au Fax: (03) 9415 7084

Mail: ATTN: Onsite Coordinator, Master Builders Association, GPO BOX 544, Melbourne VIC 3001

Please attach any additional supplementary applications in a similar format if required.



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MASTER BUILDERS OFFICE USE ONLY: Claim Details

Claim Number:		Claim Received:	
Processed By:		CHQ Number:	