



# Keystone Training Rebate

Keystone Tasmania, which is the trading name of the Tasmanian Building and Construction Industry Training Board, is established by the *Building and Construction Industry Training Fund Act 1990*. Keystone funds specified categories of training for eligible Tasmanian building and construction industry businesses.

This guide provides employers and members of the industry with an overview of Keystone's eligibility criteria and the application process. For more information, please refer to the Keystone Tasmania Training Funding Policy 2024-25, publicly available at [www.keystone.com.au/about](http://www.keystone.com.au/about).

## Is my business eligible for Keystone rebate?

A business is eligible to apply for Keystone Tasmania funding if it meets all the following conditions:

- The business's principal activity is on-site building and construction work
- The business holds a current ABN
- The business organises and pays for the cost of the training for its employees (including owners of a sole trader or partnership).

## What is defined as building and construction work?

Building and construction work is defined in Schedule 2 of the *Building and Construction Industry Training Fund Act 1990* and includes the following work activities:

- Bricklaying & stonemasonry
- Carpentry & joinery
- Civil construction
- Electrical
- Flooring
- Glazing
- Heating & air-conditioning
- Heavy vehicle & machine operation
- New building & renovation
- Painting & plastering
- Plumbing & gas fitting
- Roofing
- Tiling
- Welding.

## What courses are funded by Keystone?

Keystone supports accredited and non-accredited courses, from short courses to Advanced Diploma qualifications. To find a list of currently approved courses and training providers, visit [www.keystone.com.au/training/rebate](http://www.keystone.com.au/training/rebate).

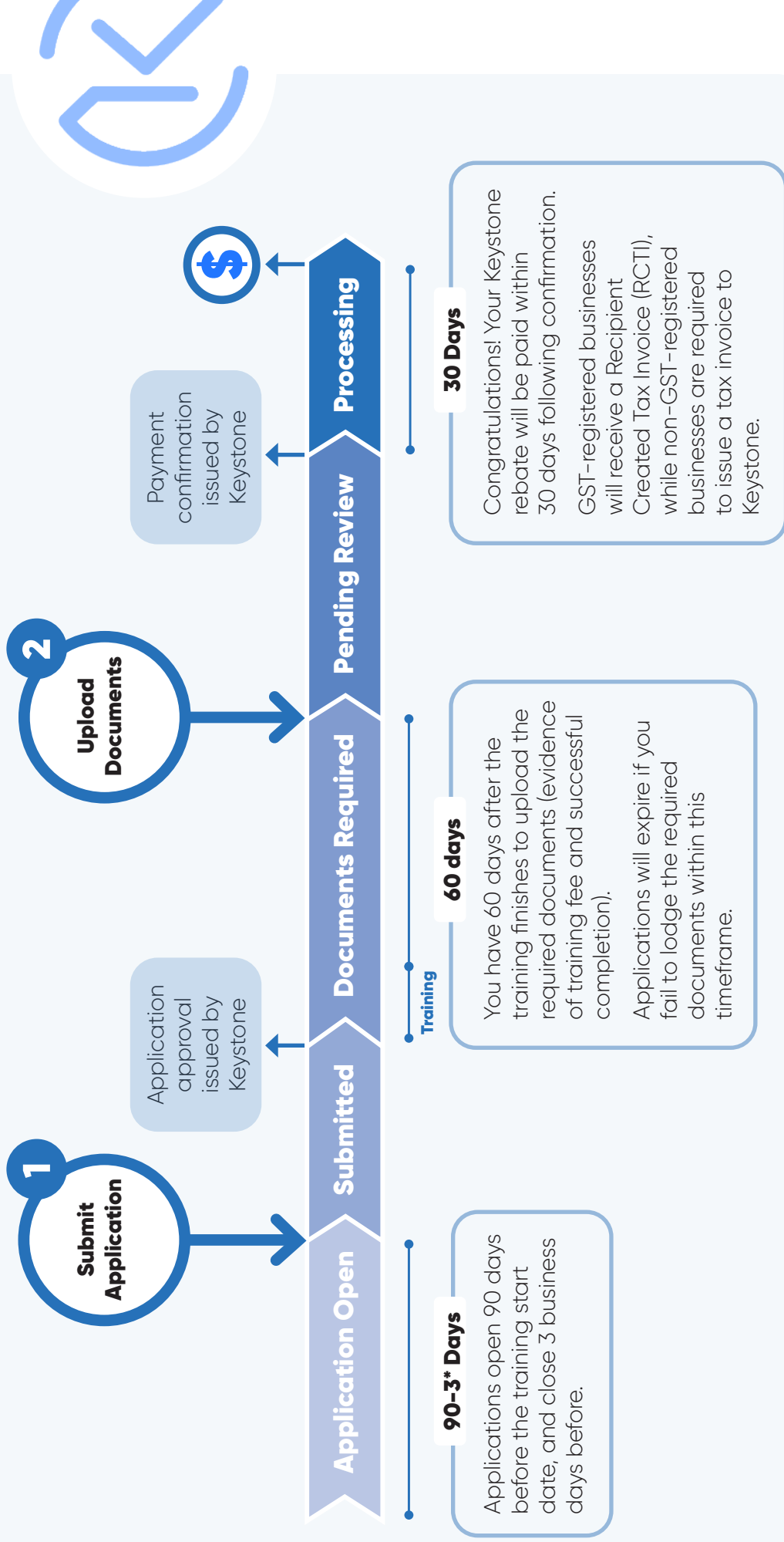
## How much is the rebate?

For the financial year 2024-25, the Keystone training rebate ranges from 30% to 50% of the total out-of-pocket training fee per participant who successfully completes the training. Keep in mind that individuals residing outside Tasmania are not eligible for rebates.

## How do I apply for the rebate?

If you are new to Keystone, start by registering for a Keystone account online at [www.keystone.com.au](http://www.keystone.com.au) to have your business eligibility assessed. Once your registration is approved, you can proceed to submit an online application within your Keystone account. You will need to provide your employee details and upload an invoice from the training provider along with a certificate of course completion. Remember, the application must be submitted at least **three full business days before the training begins**. For instance, if the training starts next Monday, ensure to submit your application by the end of the day on the preceding Tuesday.

# Keystone Application Process and Timeline



**Top Tip!** Rebate availability is subject to demand, we recommend allowing plenty of time to submit your application to secure your rebate.