

## How to fill out the IIP Schedule

Column	Data	Fill Type	What to do?
<b>TAB 1 - '1 - Semester Schedule'</b>			
A	Program type	Drop down	Select one of the following: <ul style="list-style-type: none"> <li>Construction Industry Awareness Days/VET Tasters</li> <li>Introduction To Construction</li> <li>Trade Pathway Programs</li> </ul>
B	Delivery Location	Drop down	Select one of the following: RTO, School, Onsite, Other
C	Region	Drop down	Select one of the following: Metro or Regional
D	FIP	Drop down	Select one of the following: <ul style="list-style-type: none"> <li>Building &amp; Construction</li> <li>Plumbing</li> <li>Electrotechnology</li> <li>Civil Construction</li> </ul>
E	Program Name	Type	Please type what you are calling your program or how it will be referred to on marketing materials?
F	Cost to participants (if any)	Type	Please type how much you will be charging participants.
G	Number of participants (can be estimated)	Type	Please type how many students will participate in the program. This can be estimated.
H	Single day program hours	Type	<u>For single day programs</u> fill out the number of hours
I	Multiple day programs	Type	<u>For two day programs</u> mark a 1.
J		Type	<u>For three day programs</u> mark a 1.
K		Type	<u>For four day programs</u> mark a 1.
L		Type	<u>For five day programs</u> mark a 1.
M	Regional Travel – round trip in kms	Type <159	IF you are delivering training regionally, please tell us the kilometres travelled for your round trip. e.g., Travelling to Port Lincoln is 645km, so a round trip is 1,290km. Type 1290 into the cell.  Conditional cell – Can only type numbers 160 or above.
N	Regional Travel - accommodation	Type >6	IF you are delivering training regionally, please tell us the number of nights you will stay (up to 5).  Conditional cell – Can only type numbers below 6.
O	Training Subsidy (single day)	Auto calculated	The amount you may be eligible for a single day program.
P	Training Subsidy (two days)	Auto calculated	The amount you may be eligible for a two day program.
Q	Training Subsidy (three days)	Auto calculated	The amount you may be eligible for a three day program.
R	Training Subsidy (four days)	Auto calculated	The amount you may be eligible for a four day program.

S	Training Subsidy (five days)	Auto calculated	The amount you may be eligible for a five day program.
T	Regional Travel Subsidy	Auto calculated	The amount you may be eligible for regional training.
U	Accommodation Subsidy	Auto calculated	The amount you may be eligible for regional accommodation.
V	Total CITB Subsidy	Auto calculated	The total amount CITB may subsidise for your program.

**TAB 2 - '2 – Program Details'**

A	Program Type	Pre-populated	The type of program will auto populate.
B	Program Name	Pre-populated	The name of program will auto populate.
C	Program Description	Type	Please type any aims or brief details for this program e.g. school, etc
D	Program risks	Type	Please type any risks you foresee in delivering the program.
E	Delivery Dates (actual or proposed)	Type	Please type the dates you intend to deliver the program (even if you can only estimate the month).