

The Building and Construction Industry Training Fund (BCITF) Levy applies to all residential, commercial and civil engineering projects undertaken in Western Australia where the total value of construction is estimated to be more than \$20,000.

It's the revenue generated from the BCITF Levy that enables CTF to help build the skills required in the contemporary construction industry.

This guide has the following processes:

- Create new Projects [click here](#)
- Create new Bulk Levy Projects [click here](#)
- Nominate Final Construction Values for Projects [click here](#)
- Pay new and completed Projects by credit card or EFT [click here](#)
- Levy Tips and Troubleshoots [click here](#)

If you have any queries, please do not hesitate to contact the CTF offices or email [levycompliance@ctf.wa.gov.au](mailto:levycompliance@ctf.wa.gov.au) or [inquiries@ctf.wa.gov.au](mailto:inquiries@ctf.wa.gov.au)

### Single New Project

#### WHAT'S NEEDED TO CREATE A PROJECT

You will need to know the following criteria before lodging a project:

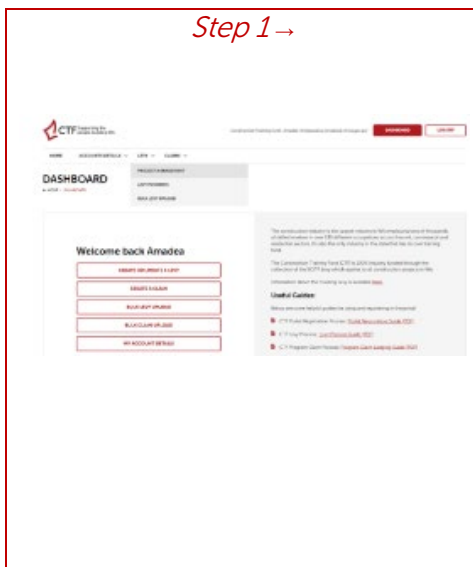
- Project number
- Street address
- Suburb
- Project Title
- Issuing Authority (if it is a permitted project)
- Expected project commencement date
- Value of Works

#### CREATE PROJECT

1. Go to Levy drop down clicking Project Management
2. Click Add
3. Only fields Project No to Builders Registration need to be considered

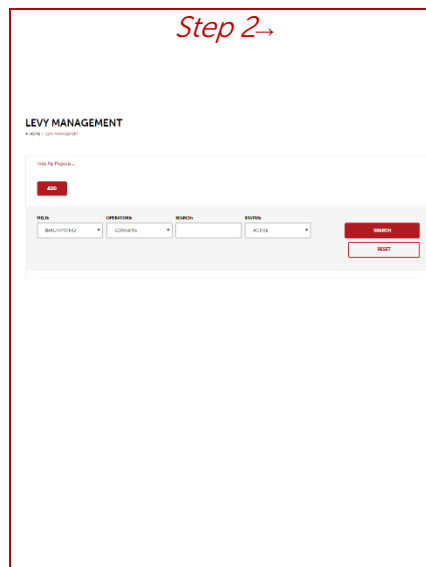
Fields with a \* next to them are mandatory and must be completed to progress to the levy payment section.

Step 1 →



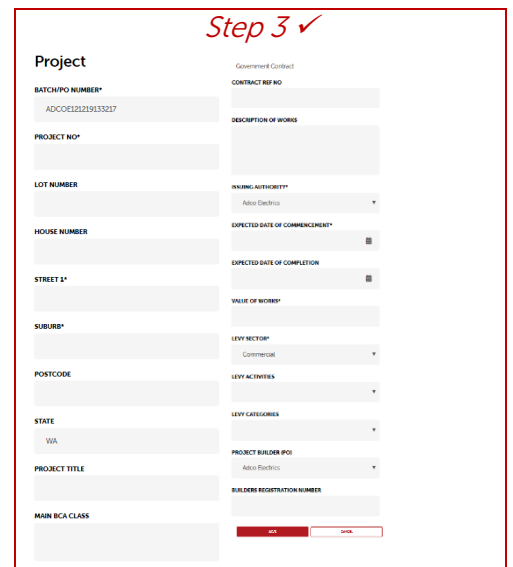
The screenshot shows the CTF Dashboard. At the top, there is a navigation bar with 'HOME', 'ISSUING AUTHORITY', 'LEVY', and 'SUBURB'. Below this is a 'DASHBOARD' section with a 'Welcome back Amadea' message. There are several buttons for navigation: 'ISSUING AUTHORITY', 'SUBURB', 'BUILDERS REGISTRATION', 'PROJECTS', and 'MY ACCOUNT DETAILS'. A sidebar on the right contains a 'Useful Guides' section with links to 'How to lodge a project', 'How to lodge a permit', 'How to lodge a permit', and 'How to lodge a permit'.

Step 2 →



The screenshot shows the 'LEVY MANAGEMENT' page. At the top, there is a 'Levy Management' header and a 'Levy Management' sub-header. Below this is a table with columns for 'ID', 'PROJECT NO', 'ISSUING AUTHORITY', 'STATUS', and 'ACTION'. There is an 'ADD' button at the top right of the table. The table contains one row with the following data: ID: 1, PROJECT NO: 123456789, ISSUING AUTHORITY: 123456789, STATUS: ACTIVE, ACTION: [EDIT] [DELETE].

Step 3 ✓



The screenshot shows the 'Project' form. It contains several fields for project details: 'BATCH/PO NUMBER\*' (with value AD00E121219133217), 'PROJECT NO\*', 'LOT NUMBER', 'HOUSE NUMBER', 'STREET 1\*', 'SUBURB\*', 'POSTCODE', 'STATE' (with value WA), 'PROJECT TITLE', and 'MAIN BCA CLASS'. There are also fields for 'Government Contact' (with value CONTRACT REF NO), 'DESCRIPTION OF WORKS', 'ISSUING AUTHORITY\*' (with value Aliso Electric), 'EXPECTED DATE OF COMMENCEMENT\*', 'EXPECTED DATE OF COMPLETION', 'VALUE OF WORKS\*', 'LEVY CATEGORY' (with value Commercial), 'LEVY ACTIVITY', 'LEVY CATEGORY', 'PROJECT BUILDER ID\*' (with value Aliso Electric), and 'BUILDERS REGISTRATION NUMBER'. There are 'ADD' and 'CANCEL' buttons at the bottom right.

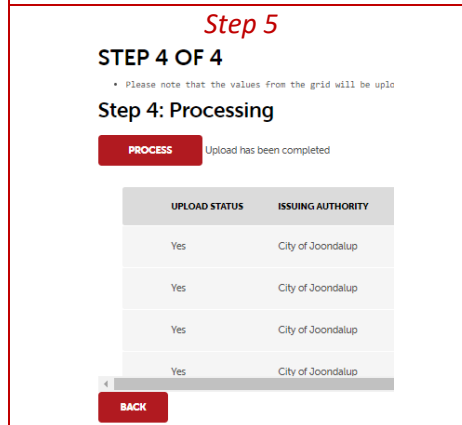
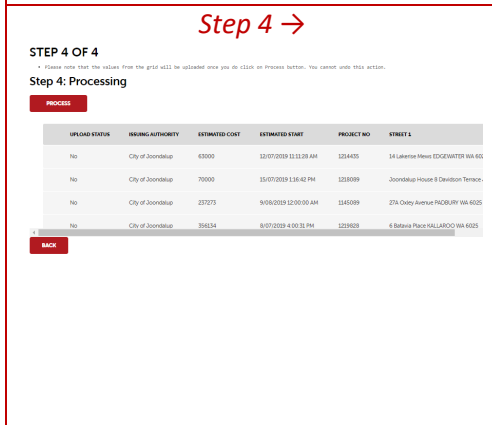
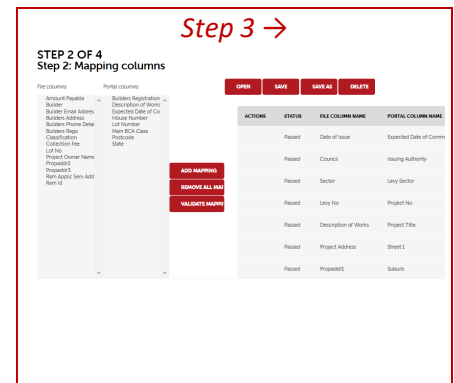
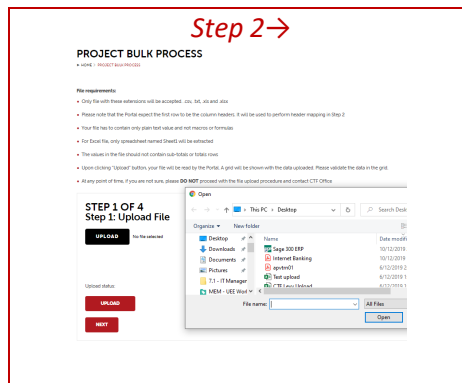
### WHAT'S NEEDED TO CREATE A BULK LEVY UPLOAD

You will need to know the following ready prior to uploading:

- Compliant upload file (see tips and trouble shoots for file requirements)

### CREATE UPLOAD

1. Go to Levy drop down clicking Bulk Levy Upload
2. Click the first upload button, Select the file name for uploading, click red Upload button; *click next*
3. Select field from file column and match to a field in portal column (green text in portal columns are mandatory and must be mapped), click add mapping in between each column and portal match; *click validate mapping*
4. Click check values;
5. Click Process





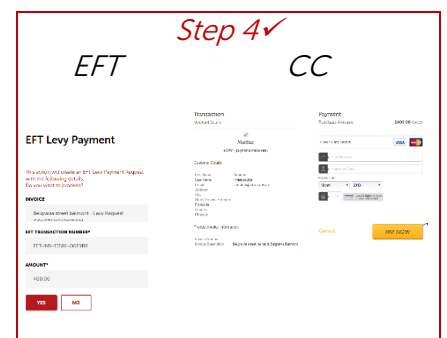
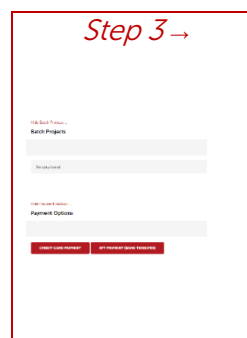
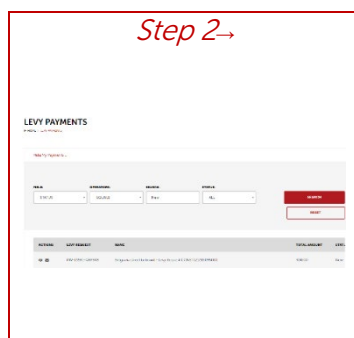
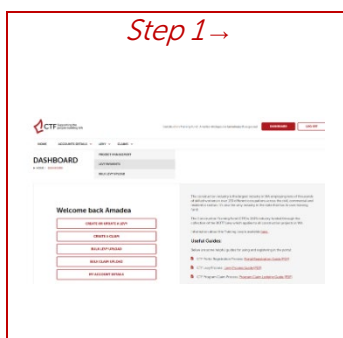
### WHAT'S NEEDED TO MAKE A LEVY PAYMENT ON A PROJECT

You will need to know the following to make a levy payment:

- Name of Project
- Total Amount of Levy
- Credit Card details (if payment method is credit card);
- *If paying by EFT, this is done through your bank to the CTF's bank account after selecting the EFT payment method and receiving the payment request.*

### Paying a Levy

1. Go to Levy drop down Levy Payments – *newly created or edited projects will appear at the top of the list with Status equal to **New** with an eye  icon*
2. Clicking the eye  icon and scrolling the bottom of the screen two payment methods are offered.
3. Select Payment Method
  - **Credit Card** payments are processed through a third party payment gateway Eway. Credit Card payments will result in an immediate transaction receipt from Eway confirming the payment's success;
  - **EFT** payments require users to make payment from their bank to the CTF's account (*details listed on the request emailed to users upon selection of payment method*)




## FINAL CONSTRUCTION VALUE AND COMPLETION

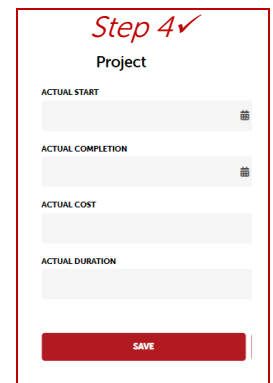
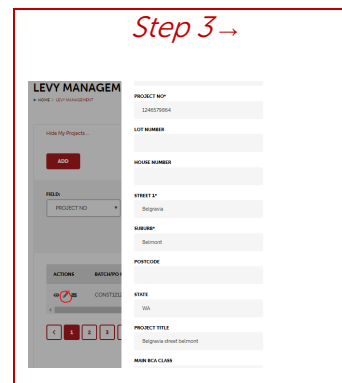
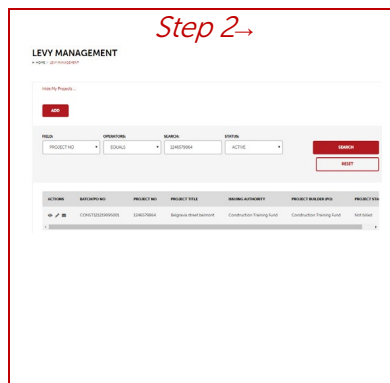
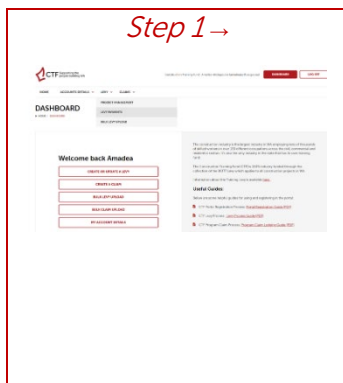
### WHAT'S NEEDED TO ADD A FINAL CONSTRUCTION VALUE TO A PROJECT

You will need to know the following to edit a project for final construction value:

- Project: Batch/NO, Project Title, Project Number, Issuing authority (to assist in finding your project)
- Project Completion details including actual start, completion and actual cost

### Editing an Existing Levy on Completion

1. Go to Levy drop down clicking Project Management
2. Find Project for updating from field filters
3. Click Pencil  \*this may take a few minutes for project details pop up
4. Add ACTUAL START, ACTUAL COMPLETION AND ACTUAL COST, SAVE



### Paying an Additional Levy

Where the final construction value nominated (through the Final Construction value and Completion process above) results in an additional levy payment (*the estimated cost has varied by more than \$25,000*).

See Paying a Levy Section or [click here](#)

- **I can not view my project for payment in levy payments?**

1. Were all mandatory fields completed?

Street 1	Issuing Authority	Value of Works
Suburb	Expected Date of Commencement	Levy Sector
Project Title		

To add any of the above mandatory fields return to Project management tab, click pencil on project you wish to update details on and save. *or*

2. In Levy Payments view, ensure the eye symbol has been clicked on the project you want to pay;
3. Filter Option Settings are set to All

- **I have entered in the wrong project Estimate Cost or Actual Cost, can I change it?**

Projects can only be edited prior to clicking the SAVE button – amendments to project details after saving need to be done by contacting the CTF offices.

- **What project number should I use?**

The project number can be any alpha numerical combination you choose or a permit number.

- **Where is my receipt?**

The CTF reconcile levy payments daily. Users should wait one (1) business day from credit card or EFT payment to receive a receipt from the CTF.

- **My bulk levy upload doesn't work?**

- > Only files with these extensions will be accepted. .csv, .txt, .xls and .xlsx.
- > No column headers. The portal expects the first row to be column headers. These headers will be used to perform header mapping in Step 2
- > Your file has to contain only plain text value and not macros or formulas
- > For Excel files, only spreadsheet named Sheet1 will be uploaded
- > The values in the file should not contain sub-totals or totals rows
- > Upon clicking "Upload" button, your file will be read by the Portal. A grid will be shown with the data uploaded. Please validate the data in the grid
- > Datasheet is text