CBUS



# Apprentice handbook

## Build your future from day one

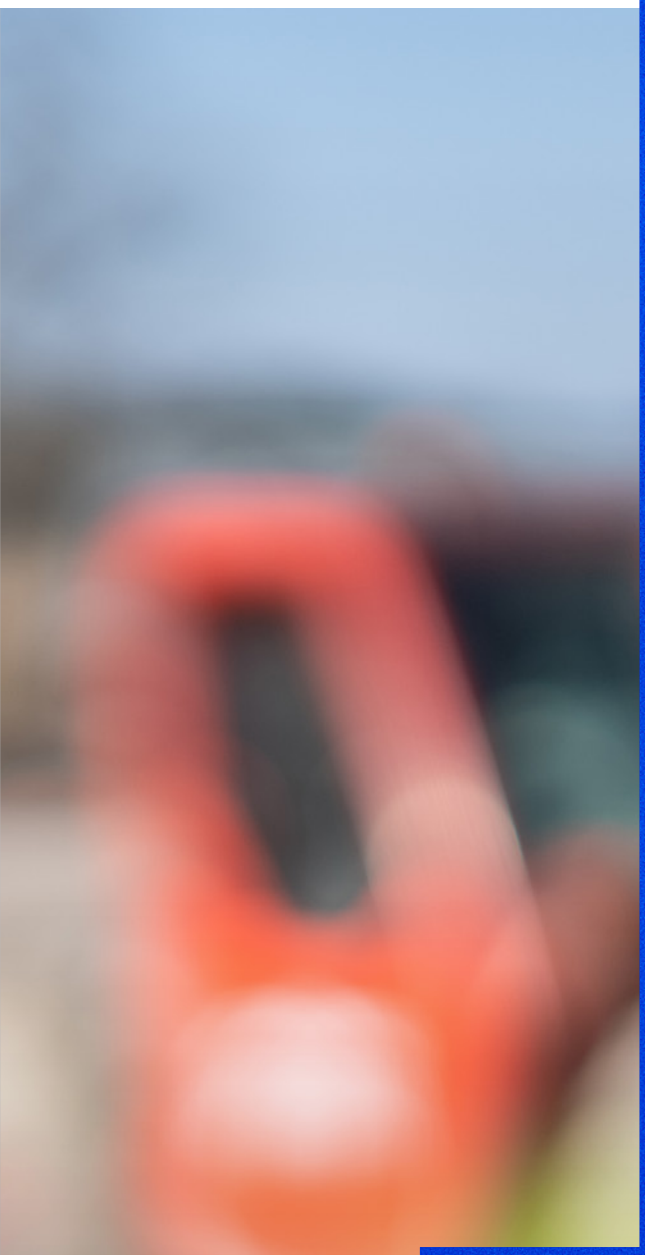
You're starting your career. This guide helps you get your super sorted and working for you from day one.

July 2026

Issued by United Super Pty Ltd ABN 46 006 261 623 AFSL 233792 as Trustee for the Construction and Building Unions Superannuation Fund ABN 75 493 363 262 (CBUS and/or CBUS Super). Insurance is issued under a group policy with our insurer, TAL Life Ltd ABN 70 050 109 450 AFSL 237848.

1424.7 07-26 ISS15





# In this guide


1. First job? Get your super sorted 04
2. Getting to know CBUS 05
3. We invest in what you build 06
4. Ways to manage your super 07
5. Check your insurance 09
6. Tips for changing jobs 12
7. Saving for your first home 13
8. Get the CBUS app 14
9. Joining CBUS is easy 15


## For more information

1300 361 784

cbussuper.com.au/apprentice

# 1 | First job? Get your super sorted

## What is super?

**Super is money your employer pays on top of your pay, building up for your future.**

- Most eligible employees receive employer super contributions equal to 12% of their salary and wages. This is known as the Superannuation Guarantee (SG).
- It's usually paid on things like sick leave, tool allowances and shift loadings, but not overtime.
- Some workplaces pay more than the standard SG, depending on the award or enterprise bargaining agreement (EBA) that applies to your role. Your union or trade group can help you check what you should be getting.
- From **1 July 2026**, your super **must be paid at the same time as your salary and wages**.
- Your super is invested to grow over time. Start early, and it has more time to build. As it grows, your returns start building on top of each other. That's what's called compounding.

### Starting a new job?

You choose where your super goes. If you don't nominate a fund, your employer may pay it into one you've used before.

### Choosing a super fund? Start with what matters to you.

It's helpful to compare things like:

- Long term returns
- Fees and costs
- Types of insurance cover[1]
- Access to help and support
- If the fund invests back into your industry
- Investment options
- Whether profits are returned to members.




[1] Insurance is issued under a group policy with our insurer TAL Life Limited ABN 70 050 109 450 AFSL 237848. The information in this insurance section provides a brief overview of the insurance types available through CBUS. It does not include all eligibility conditions for acceptance or payment of insurance benefits. For more information, we recommend you read the relevant Insurance guide for your membership.

# 2 | Getting to know CBUS



## More than 935,000 members

trust CBUS with over $115 billion of their money[2].



## Just like your pay, every dollar counts.

We only charge fees to cover costs, so more stays in your super.



## If your super hasn't been paid, we've got your back.

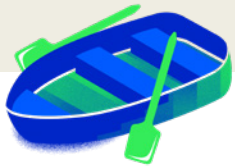
We'll help you follow it up and work out what to do next.



## Built on strong long-term performance.

As at 30 June 2026, our Growth (MySuper) investment option returned 9.25% over 1 year.

Our Growth (MySuper) option is a strong performer over the long term too. It has also delivered average annual returns of 6.48% over 5 years, 8.13% over 10 years and 8.52% over 15 years[3].



## Your super can include cover if something happens and you can't work.

If you're eligible, this includes Death Cover and Total and Permanent Disability (TPD) cover automatically[4]. You may also be able to apply for Income Protection (IP)[4] cover.

*The work you do can come with risk. Not all super funds cover it properly. CBUS offers insurance built for this kind of work, but check your cover so it suits your needs.*

[2] As of 30 June 2026

[3] As at 30 June 2026. The crediting rate is based on investment returns minus investment fees and costs, transaction costs and investment-related taxes and until 31 January 2020, the percentage-based administration fee. Excludes fees and costs that are deducted directly from member's account. Past performance is not a reliable indicator of future performance.

[4] Insurance is issued under a group policy with our insurer TAL Life Limited ABN 70 050 109 450 AFSL 237848. The information in this insurance section provides a brief overview of the insurance types available through CBUS. It does not include all eligibility conditions for acceptance or payment of insurance benefits. For more information, we recommend you read the relevant Insurance guide for your membership.

# 3 We invest in what you build

**Through Cbus Property[5], your super is invested in buildings and projects across Australia. This has also helped create thousands of jobs in the building and construction industry.[6]**

From 2006 to 30 June 2026, Cbus Property has delivered **12.35%** on average each year, helping grow members' super over time[7].

Around **$4.8 billion** of members' super is invested in Cbus Property projects across Australia (as at 30 June 2026).




[5] Cbus Property Pty Ltd is a wholly owned entity of CBUS and is responsible for the development and management of a portfolio of CBUS Super's property investments.

[6] Cbus Property has created over an estimated 100,000 direct jobs since 2006 to June 2025 based on inductions for completed and committed developments.

[7] Since inception in 2006 to 30 June 2026. Cbus Property investments are part of the property asset class in the High Growth, Growth Plus, Growth, Conservative Growth, Conservative and Property investment options, and these investment returns form part of the crediting rates allocated to accounts invested in these investment options. Past performance is not a reliable indicator of future performance.

# 4 | Ways to manage your super

## Keep it together

If you've had other jobs, you might have super sitting elsewhere.

Having more than one account can mean extra fees and make it harder to keep track. Bringing it together helps more stay in your super.

## Bring it into one place

If you're a CBUS member, you can consolidate your accounts using the CBUS app or visit **cbussuper.com.au/consolidate**.

Before combining super accounts, it's important to consider things like fees, insurance and other features.

## Find your lost super

If you're a member, call 1300 361 784 and we can help track down any lost super. Or if you'd prefer to search for lost super yourself, you can use the **ATO's myGov service**.

## Salary sacrifice

### You can ask your employer to pay some of your before-tax income into your super instead.

- Those contributions are generally taxed at 15%, which may be lower than the tax you pay on your take home income.
- If you're on a lower income, the benefit may be smaller, but it can still be worth considering.
- If you have a HECS or HELP debt, consider getting independent tax advice first to understand how salary sacrifice could affect you.
- For many, salary sacrifice can mean paying less tax and growing their super faster, depending on their circumstances.

### How salary sacrifice works

Here's the difference.

Put $100 a month into your super before tax on a $70,000 salary, and about $85 ends up in your super after tax.

Take that $100 as take-home pay instead, and about $32 goes to tax, leaving you with around $68 and no extra going into your super.*

### Set up salary sacrifice

Salary sacrifice is set up through your employer. Here's how to get it in place:

1. Download and complete the form at **cbussuper.com.au/forms**
2. Give it to your employer so they can set it up through your pay

Watch the Voluntary Contributions and Salary Sacrifice videos at **cbussuper.com.au/knowhow** to see how it works.

*Marginal tax rate of 30%, plus Medicare levy of 2% assumed. Examples are for illustrative purposes only.

## Other contributions and offsets

You may be eligible for the Government co-contribution and/or the Low income super tax offset.

# Government co-contribution

### The Government could add up to $500 to your super

If you're eligible and you put in some of your own money, the government may add 50c for every $1, up to $500. It's called a co-contribution and is a tax-free boost paid straight into your super.

For the 26/27 financial year, you could get the full $500 if you earn under $49,293. Above that, it reduces as your income goes up, and cuts out completely once you earn $64,293 or more.[8]

### Watch your contribution caps

There's a limit to how much you can add to your super each year without paying extra tax.

If your employer puts money in before tax (like normal super payments or salary sacrifice), that counts towards your concessional cap $32,500 for 26/27.

If you add your own money after tax (like for the co-contribution), that counts towards a separate non-concessional cap.

Going over either cap can mean extra tax, so it's worth keeping an eye on how much you're putting in across the year.

### Making personal contributions

You can add your own after tax money to your super at any time. One of the easiest ways to do this is through BPAY®. Log in to your CBUS account to get your personalised BPAY details or call 1300 361 784. You can also make personal contributions by direct debit or cheque. Decide how much you want to contribute and how often, whether that's regularly or as a one-off contribution.

Check your CBUS account after making a contribution to confirm it has been received.

### Tax file number (TFN)

Add your TFN so your super can accept personal contributions.

Log in at **cbussuper.com.au/login** to add it, or call 1300 361 784 (8am–8pm, Monday–Friday AEST/AEDT).

### You don't need to apply

When you lodge your tax return, the ATO checks if you're eligible for the co-contribution and pays the money automatically into your super.

### Check if you're eligible

Visit **cbussuper.com.au/super/making-super-contributions/government-co-contribution** or scan the QR code.

# Low income super tax offset (LISTO)

Do you earn up to $45,000 and make personal contributions? You may be eligible for a LISTO payment of up to $500, paid into your super.[9]

### How it could help you

The LISTO is 15% of the concessional (before tax) super contributions you or your employer pays into your super fund up to a maximum of $500. This is designed to ensure that low-income earners generally don't pay more tax on their super contributions than on their take-home pay.

### How to receive it

You don't need to do anything to receive a LISTO payment. Just make sure your super fund has your TFN. Without your TFN, your super fund can't accept a LISTO payment.

### Check if you're eligible

**Scan the QR code to visit the ATO website for more information**

[8] FY26/27 Source: https://www.ato.gov.au/tax-rates-and-codes/key-superannuation-rates-and-thresholds/government-contributions#ato-Lowincomesupertaxoffset

[9] FY26/27 Source: https://www.ato.gov.au/tax-rates-and-codes/key-superannuation-rates-and-thresholds/government-contributions

# 5 | Check your insurance

## The work you do comes with risk

### If you're injured and can't work, having the right cover can make a real difference.

- We offer tailored insurance options to suit your job, including high-risk work that other super funds may not cover[1]
- If you're injured and can't work, insurance can help take some of the financial pressure off you and your family.
- If you're not with CBUS, your current fund might not cover the kind of work you do on-site. Make sure you know what you're covered for.

**Not sure if your cover fits the work you do?**

Talk to us and we'll help you check.

## Know which occupation category you're in

### Your occupation category affects how much cover you receive, and how much you pay for your cover. So, it's important you're in the right category for the work you do.



#### Manual

Most apprentices fall into this category.

You'll be set up in the Manual occupation category by default unless you qualify for and choose another category.

#### Non-manual

You only do office-based administrative, managerial, or professional work with no manual tasks.

At least 80% of your work is in an office, and you don't qualify for the Professional category.

[1] Insurance is issued under a group policy with our insurer TAL Life Limited ABN 70 050 109 450 AFSL 237848. The information in this insurance section provides a brief overview of the insurance types available through CBUS. It does not include all eligibility conditions for acceptance or payment of insurance benefits. For more information, we recommend you read the relevant Insurance guide for your membership.

## Electech

You're an electrical worker in a classification set out in schedule A of the Electrical, Electronic & Communications Contracting Award 2020 or schedule A of the Electrical Power Industry Award 2020.

## Professional

Work that is administrative, managerial or professional, with no manual duties.

To qualify, you must:

- Spend at least 80% of your work in an office
- Earn more than $100,000 a year (annual taxable income, pro rata if part-time)
- You're a senior manager, executive, or have a university degree or higher qualification.

## Not sure where you fit?

Don't guess. Check, because it can affect your cover.

Watch the Know your insurance video at **cbussuper.com.au/knowhow**




# Automatic cover

### If you're in the Manual occupation category, you'll usually receive Death and Total and Permanent Disablement (TPD) cover automatically from your first eligible super contribution. There's no age or balance requirement.

If you're in the Non-Manual, Professional or Electech category, you'll usually need to be 25 or older with a balance of $6,000 before this cover starts automatically, unless you choose to have it earlier.

# Working in a manual role?

## There may be an exception

CBUS can provide automatic cover for members in the Manual occupation category under what's called a Dangerous Occupation Exemption. This means eligible members can receive cover regardless of their age or account balance, which not all funds offer.

## When your cover starts

Your start date depends on your occupation category.

For members of the Manual occupation category, cover generally begins when we receive an on-time super payment from your employer.

For members of the Electech, Non-Manual or Professional occupation categories, cover won't start until your balance reaches $6,000 and you're 25 or older.

## Choose to have cover from the start

If you're in the Non-Manual, Professional or Electech category, you can choose to have your cover start straight away, rather than waiting until you're 25 with a $6,000 balance. Select 'I want automatic insurance cover now' when you join online, or complete the form at **cbussuper.com.au/want-cover**.

If you're in the Manual category, you don't need to do this as your cover already starts automatically from your first eligible contribution.

## Income protection cover

Cover that helps replace your income if you can't work.

Some people already have income protection through their job, so check first. If you don't, you can apply through CBUS at **cbussuper.com.au/income-protection**.

## Understand your cover

Read our Insurance Guide for details on premiums, eligibility, how much cover you can apply for, what's covered and key terms.

Visit **cbussuper.com.au/icover** or scan the QR code.



# 6 | Tips for changing jobs

## Your super stays with you

**When you move from job to job, your super can stay the same. In most cases you can choose which fund your employer pays into.**

### Make sure you're protected

Insurance can vary between funds. If you're new to building and construction, check it suits the work you do.

Not all funds cover the kind of work you do on-site, so it's important to check if you've got the right cover for your job.

The work you do can come with risk. CBUS offers insurance through your super, which may include cover if you're injured and can't work, or something more serious happens.

It's designed to support you if things change, and premiums are paid from your super, not your take-home pay.

## Want to keep your super with CBUS? Here's what to check:

- ☑ **Make sure your employer is paying into CBUS**
  Log in and check your latest contribution.
- ☑ **Starting a new job? Choose CBUS.**
  Give your employer your details so your super goes where you want it to.
- ☑ **Got super in other funds? Bring it together.**
  Log in or call 1300 361 784 to combine it into your CBUS account.

**Need help?** Call 1300 361 784.

# 7 | Saving for your first home

## Saving for your first home?

### Your super can help you get there sooner.

- If you put extra into your super you may be able to use some of it towards your first home.
- Saving through super can mean paying less tax on the extra you put in, while building more for your future over time.

### Here's how it works:

- You can use up to $15,000 of voluntary contributions each year
- Up to $50,000 in total
- Only voluntary contributions count, not the super your employer pays.

### What's a voluntary contribution?

If you choose to put extra money from your pay into your super, that's a voluntary contribution.

### You may be eligible if you:

- Haven't owned property or land in Australia
- Plan to buy a home to live in (not an investment)
- Plan to live in it for at least 6 of the first 12 months
- Haven't used the scheme before
- Are 18 or over when you apply.



## Thinking about your first home?

### See how the First Home Super Saver Scheme works:

Visit **cbussuper.com.au/about-us/news/cbus-news/first-home-super-savers-scheme** or scan the QR Code.

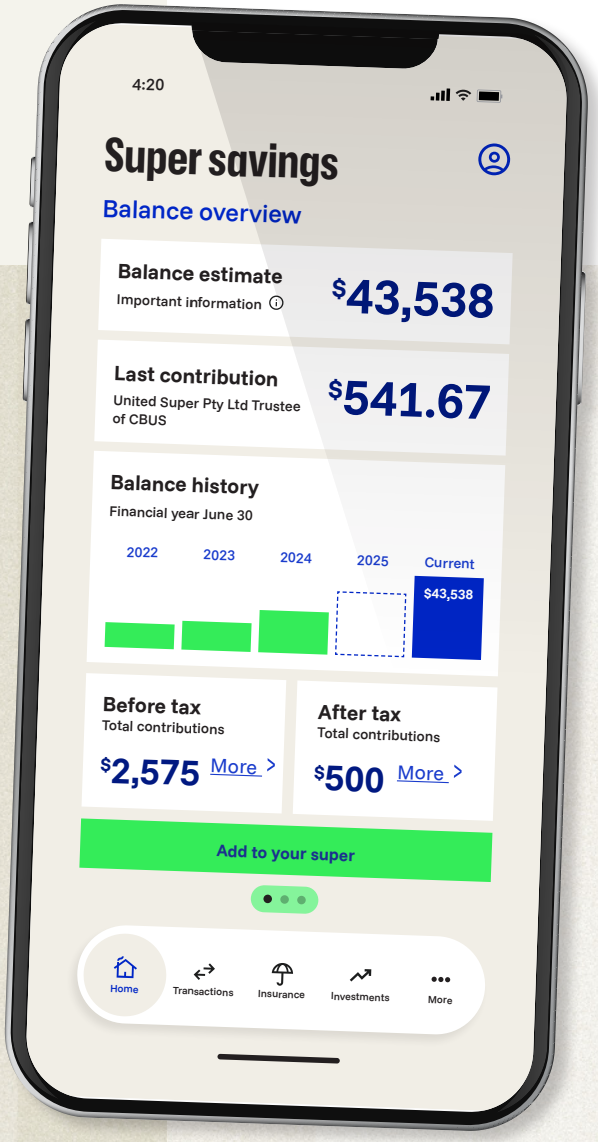
Log in to **ATO online services through myGov** to apply, select 'Super', then 'Manage', then 'First home saver'.

# 8 Get the CBUS app

## Your super on the go

Check your super, see what's been paid, and stay on top of it wherever you are.

- Check your balance
- See what your employer's paid
- Update your details
- Combine your super
- Tell your employer where to pay it.



# 9 Joining CBUS is easy

### It only takes a few minutes

Visit **cbussuper.com.au/join** to get started.



## Setting up your account

### Your job details

Tell us about your job so your insurance is set up for the work you do.

### Tax file number (TFN)

Add your TFN to help process your super and avoid paying extra tax.

### Notify your employer

Choose ‘Notify your employer’ and we’ll send them your details so your super is paid into your CBUS account.

### Find out more

Scan for step-by-step instructions to join.

# Contact us

**Cbus Super**
Locked Bag 5056
PARRAMATTA NSW 2124

**1300 361 784**
8am to 8pm (AEST/AEDT)
Monday to Friday

**cbusenq@cbussuper.com.au**
**cbussuper.com.au**

Visit us in person in Adelaide, Brisbane, Melbourne, Perth and Sydney.
Details: **cbussuper.com.au/contact**

This information is about CBUS. It doesn't account for your specific needs. Please consider your financial position, objectives and requirements before making financial decisions. Read the relevant Product Disclosure Statement (PDS) and Target Market Determination to decide if Cbus Super is right for you. Call 1300 361 784 or visit cbussuper.com.au.

United Super Pty Ltd ABN 46 006 261 623 AFSL 233792 as Trustee for the Construction and Building Unions Superannuation Fund ABN 75 493 363 262 (CBUS and/or CBUS Super).