



**Australian Government**

# **A U S T R A L I A N A P P R E N T I C E S H I P S**

**Your Life. Your Career. Your Future.**

## **Australian Apprenticeships Incentives Program Guidelines**

A PROGRAM TO DEVELOP A SKILLED AUSTRALIAN WORKFORCE

*For the use of the Department of Education, Skills and Employment  
and contracted providers only*

These Guidelines take effect from 28 October 2020

**Funded by the Australian Government through the  
Department of Education, Skills and Employment**

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## Definition of Terms

Term	Definition
<b>Additional Identified Skills Shortage List</b>	A list of the top shortage occupations in Australia with an Australian Apprenticeships pathway. The full list is found at Appendix B.
<b>Australian and New Zealand Standard Classification of Occupations (ANZSCO)</b>	ANZSCO is the list of standard classifications for occupations developed for use in Australia and New Zealand. Further information can be found at the <a href="http://www.abs.gov.au">Australian Bureau of Statistics</a> website.
<b>Australian Apprentice</b>	<p>A person who is:</p> <ul style="list-style-type: none"> <li>• employed under a Training Contract that has been registered with, and validated by, their State/Territory Training Authority; and</li> <li>• undertaking paid work and structured training which commonly comprises both on and off the job training; and</li> <li>• undertaking a negotiated training program that involves obtaining a nationally recognised qualification.</li> </ul> <p>In some states and territories, Australian Apprentices may be referred to as apprentices or trainees.</p>
<b>Australian Apprenticeship</b>	<p>The contracted employment and training arrangement between an Australian Apprentice and an employer.</p> <p>In some states and territories, Australian Apprenticeships may be referred to as apprenticeships and traineeships.</p>
<b>Australian Apprenticeship Network Provider</b>	An organisation contracted by the Department to deliver Australian Apprenticeship support services.
<b>Australian Apprenticeship Support Network Contract</b>	The contract between the Department and Apprenticeship Network Providers that stipulates the conditions under which Australian Apprenticeship support services are delivered.

Term	Definition
<b>Australian Qualifications Framework (AQF)</b>	The Australian Qualifications Framework (AQF) is the national policy for regulated qualifications in Australian education and training. It incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework. Further information can be found on the <a href="#">Australian Qualifications Framework</a> website.
<b>Claim period</b>	The period that a claim relates to. Claim periods apply to the following claim types: <ul style="list-style-type: none"> <li>• Living Away From Home Allowance;</li> <li>• Disabled Australian Apprentice Wage Support; and</li> <li>• Tutorial, Mentor and Interpreter Assistance.</li> </ul>
<b>Department</b>	Refers to the Australian Government Department of Education, Skills and Employment.
<b>Effect date</b>	The date that a claim becomes payable subject to the completion of the waiting period (where applicable). Effect dates relate to employer incentives which are not listed under 'claim period'.
<b>Exceptional Circumstances Certificate</b>	An Exceptional Circumstances Certificate is issued by Centrelink, on behalf of the Department of Agriculture. The certificate is issued specifying the name of the employer declared to be experiencing exceptional circumstances and the valid time period covered. These certificates are only available to primary producers.
<b>Formally Approved</b>	Where the relevant State or Territory Training Authority has approved the Training Contract. For Australian Apprentices in New South Wales, this is the date of approval and not the date of registration of the Training Contract.
<b>Full-time equivalent</b>	The calculated full time equivalent duration of employment or training that was completed on a non-full-time basis, or a combination of full-time and non-full-time employment.

Term	Definition
<b>Group Training National Register</b>	<p>The Group Training National Register identifies all GTOs which have complied with national standards set by Vocational Education and Training Ministers and are eligible to use the Group Training National logo.</p> <p>All GTOs listed on this National Register have been recognised as compliant against the National Standards for GTOs, by State/Territory Training Authorities.</p> <p>The Register can be found on the <a href="#">Group Training National Register</a> website.</p>
<b>Group Training Organisation (GTO)</b>	<p>A Group Training Organisation is an organisation that employs Australian Apprentices under a Training Contract and places them with host employers. The GTO undertakes the employer responsibilities for the quality and continuity of the Australian Apprentices' employment and training, including payment of Australian Apprentices' wages. The GTO also manages the additional care and support necessary to achieve the successful completion of the Training Contract.</p>
<b>Guidelines</b>	<p>Refers to the Australian Apprenticeships Incentives Program Guidelines.</p>
<b>National Skills Needs List (NSNL)</b>	<p>A list of trade occupations that have been identified as being in national skills shortage. The full list is found at Appendix B.</p>
<b>Nominated Equity Groups</b>	<p>For the purpose of the Program, Nominated Equity Groups are:</p> <ul style="list-style-type: none"> <li>• Indigenous Australians;</li> <li>• Australian Apprentices with disability;</li> <li>• School-based Australian Apprentices;</li> <li>• Mature aged Australian Apprentices (aged 45 and over);</li> <li>• Australian Apprentices working in a rural or regional area; and</li> <li>• Job seekers with severe barriers to employment.</li> </ul>
<b>Occupational Outcome</b>	<p>The occupation (as defined by the Australian and New Zealand Standard Classification of Occupations) which the Australian Apprentice is working towards and will achieve upon the successful completion of their</p>

<b>Term</b>	<b>Definition</b>
	Australian Apprenticeship. Further information can be found at the <a href="#">Australian Bureau of Statistics</a> website.
<b>Part-time</b>	Part-time provisions vary across Australia and across occupations. For the purposes of the Guidelines, the relevant State or Territory Training Authority's definition should be used.  All Australian School-based Apprenticeships are considered to be undertaken on a part-time basis.
<b>Priority Occupations</b>	A list of occupations that have been identified as a priority for support. The full list is found at Appendix H.
<b>Program</b>	Refers to the Australian Apprenticeships Incentives Program.
<b>Registered Training Organisation (RTO)</b>	An organisation that is registered by the appropriate registering body to deliver training, conduct assessments and issue nationally recognised qualifications in accordance with the VET Quality Framework.
<b>Secondary School</b>	For the purposes of the Program 'secondary school' generally encompasses years 7-12. In general, the completion of 'secondary school' refers to the student attaining a year 12 certificate or equivalent. In some States and Territories students can complete secondary school (or year 12) in more than 12 years.
<b>State/Territory Contract Manager</b>	The person in each of the Department's State/Territory Offices responsible for the day-to-day administration of the Australian Apprenticeship Support Network Contract.
<b>State/Territory Training Authority (STA)</b>	The State or Territory Government body responsible for the operation of the Vocational Education and Training system, including Australian Apprenticeships, within that jurisdiction.
<b>Stream B or Stream C Client</b>	An Employment Provider client who has been assessed through the Job Seeker Classification Instrument, and classified as eligible for intensive job seeker support in either Stream B or Stream C.
<b>Successful completion</b>	Successful completion occurs when the STA recognises that the Australian Apprentice has successfully completed both the on-the-job

Term	Definition
	and off-the-job training and acquired the competencies required for the Australian Apprenticeship.
<b>Training Contract</b>	A formal contract approved by the relevant State or Territory Training Authority that establishes the terms and conditions of the Australian Apprenticeship. Each Australian Apprentice and employer must enter into a Training Contract to be eligible for payments under the Program. The Training Contract is a State or Territory requirement.
<b>VET Quality Framework (VQF)</b>	The VET Quality Framework is aimed at achieving greater national consistency in the way providers are registered and monitored and in how standards in the VET sector are enforced. Further information can be found at the <a href="#">Australian Skills Quality Authority</a> website.

# I. Introduction to the Program and Administrative Issues

## A. Introduction to the Australian Apprenticeships Incentives Program

<p><b>1. Overview</b></p>	<p>The Australian Government is committed to maintaining a skilled and flexible workforce that will continue to be relevant to Australia’s changing needs while retaining Australia’s international competitiveness as a trading nation.</p> <p>As part of this commitment the Australian Government provides a range of support through the Australian Apprenticeships Incentives Program (the Program) to encourage the continued training and development of a highly skilled Australian workforce.</p> <p>The Program links into the industries and occupations traditionally associated with the apprenticeship system. In addition, the Program targets a broad range of traineeships and apprenticeships in new and emerging industries especially where future skills shortages are projected.</p>
<p><b>2. Objective</b></p>	<p>The objective of the Program is to contribute to the development of a highly skilled and relevant Australian workforce that supports economic sustainability and competitiveness.</p> <p>This is achieved by encouraging:</p> <ul style="list-style-type: none"> <li>• genuine opportunities for skills-based training and development of employees; and</li> <li>• people to enter into skills-based training through an Australian Apprenticeship.</li> </ul>
<p><b>3. Related Information</b></p>	<p>Australian Apprenticeship Support Network Providers are contracted by the Department to provide services to Australian Apprentices, their employers and interested stakeholders. These services include the provision of advice to employers and Australian Apprentices in relation to eligibility for assistance under the Program.</p>

	Further information about Australian Apprenticeships can be obtained from the <a href="#">Australian Apprenticeships</a> website.
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## B. General Administrative Issues

<b>1. Interpreting the Program's policies</b>	The policy framework for this Program has been approved by the Minister with portfolio responsibility for Employment, Skills, Small and Family Business on behalf of the Australian Government. Departmental officers shall not waive or amend the Guidelines in any way that would alter the ministerially agreed policy intent of the payments detailed in these Guidelines without reference to the Minister or their delegate.
<b>2. Changes to Program criteria and funding</b>	<p>The criteria and funding of Australian Government Australian Apprenticeships payments, including eligibility, availability and payment may change during the term of an Australian Apprenticeship in line with Government priorities. This may result in changed eligibility at the time a payment is due.</p> <p>Incentives available under the Program are designed to encourage employers to offer employment related opportunities and are payable subject to meeting the relevant eligibility criteria at the date the payment is due. Incentives are not training subsidies, nor are they provided to subsidise training or other related costs.</p>
<b>3. The Department's right to withhold or refuse payment</b>	<p>The Department reserves the right to withhold or refuse payment, or require repayment where:</p> <ul style="list-style-type: none"> <li>• it is considered that the Australian Apprenticeship does not provide a genuine or appropriate employment and training opportunity for the Australian Apprentice; or</li> <li>• there has been fraud or manipulation of the Guidelines to maximise payments which would otherwise not have been payable; or</li> <li>• the employer or Australian Apprentice has engaged in abusive or criminal conduct during the Australian Apprenticeship.</li> </ul>
<b>4. Suspect claims</b>	Apprenticeship Network Providers are required to advise the Department as soon as practical after becoming aware of:

	<ul style="list-style-type: none"> <li>• allegations of fraudulent activities or attempts to manipulate the Program by an employer, Australian Apprentice or Registered Training Organisation (RTO) to maximise payments that would otherwise not have been payable; or</li> <li>• employer recruitment and retrenchment patterns that suggest possible abuse of the system; or</li> <li>• suspected breaches of the provisions of the Training Contract; or</li> <li>• any investigations of an employer or Australian Apprentice by the State or Territory Training Authority (STA); or</li> <li>• any instance where an Australian Apprentice, or person acting on their behalf, makes an allegation or complaint against an employer, including claims of harassment or non-payment of wages.</li> </ul>
<p><b>5. Approval to spend public monies</b></p>	<p>The <i>Public Governance, Performance and Accountability Act 2013</i> establishes the framework for the use and management of public resources by Commonwealth entities.</p> <p>The Accountable Authority of the Department has approved for the purposes of section 23 of the <i>Public Governance, Performance and Accountability Act 2013</i> and section 18 of the <i>Public Governance, Performance and Accountability Rule</i> proposals to spend relevant monies in accordance with these Guidelines, in respect of Australian Apprenticeships.</p> <p>The <i>Commonwealth Grants Rules and Guidelines</i> are a legislative instrument under the <i>Public Governance, Performance and Accountability Act 2013</i>, and establish the Australian Government’s overarching grants policy framework. As per paragraph 2.3, the Program meets the definition of a ‘grant’ and is subject to the provisions of the <i>Commonwealth Grants Rules and Guidelines</i>.</p>

### C. Review of Decisions (Waivers)

<p><b>1. Overview</b></p>	<p>The Department is committed to procedural fairness in the administration of this Program. It is intended that all decisions are consistent, equitable and transparent within the limits and constraints of the approved policies for the Program.</p>
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	<p>In the interest of procedural fairness where it is deemed that a claimant (an employer, Australian Apprentice or RTO) is not eligible for a payment they have the right to have the decision reviewed by the Apprenticeship Network Provider or the Department. The claimant can also have the decision investigated by the Commonwealth Ombudsman.</p>
<p><b>2. Process for Review of Decisions</b></p>	<p>Where an employer, Australian Apprentice or RTO is assessed as not eligible for payment, their Apprenticeship Network Provider must advise them in writing. The advice must provide a clear and concise explanation of the decision, refer to the relevant section of the Guidelines and outline the intent of the policy.</p> <p>The employer, Australian Apprentice or RTO must also be advised that the only basis for a review is where they consider that an incorrect decision has been made or if there are exceptional circumstances.</p> <p>A written request for a review of a decision should be made directly to the Apprenticeship Network Provider in the first instance. The request must outline why the claimant considers the decision to be incorrect and, where appropriate, provide additional evidence to support a review of the case.</p> <p>The Apprenticeship Network Provider is required to re-examine the decision based on the policies and procedures of the Program taking into account the reasons that the claimant has put forward for review of the decision as well as the additional information provided.</p> <p>Where the Apprenticeship Network Provider identifies an error in their original decision, they must correct the error and notify the person requesting the review in writing of their decision with a full explanation.</p> <p>Where the original decision is upheld by the Apprenticeship Network Provider or where the claimant has put forward exceptional circumstances as the basis for the review, the claim shall be reviewed by the Department.</p> <p>The Apprenticeship Network Provider must forward the evidence provided by the claimant and all relevant documentation to their State/Territory Contract Manager.</p>

Apprenticeship Network Providers are to make a recommendation in respect of each request for review sent to their State/Territory Contract Manager and, where appropriate, add additional relevant information.

*Examples where additional relevant information is required from the Apprenticeship Network Provider*

- Where the request for review relates to a claim being lodged after the time limit has expired, the Apprenticeship Network Provider must provide information outlining what efforts they made to assist the person requesting the review to claim within the time limit. This may include copies of the Sign-Up Form, Contact Form, documented evidence of follow-up by letter or phone call, etc.
- Where the basis for the review includes inadequate support or insufficient advice from the Apprenticeship Network Provider, the Apprenticeship Network Provider is required to include their response to the person's claim.

The Department shall review the decision taking into account the policies and intent of the Program. The Department has an overarching obligation to ensure that the policy intent of the Program is achieved. To this end it has some latitude to waive Program rules, in line with exceptional circumstances provisions only (outlined in section I.C.3), to determine if a claimant would have been eligible if it were not for the exceptional circumstances highlighted.

The Department shall notify the claimant of the reviewed decision, in writing, as quickly as possible after an assessment is complete and a decision has been made.

If unsuccessful, this notification will provide a clear and concise explanation of the reason(s) that the request for review was unsuccessful, outlining the intent of the policy and referring to the Guidelines. The notification should also include the following paragraph:

*If you are dissatisfied with the way the Department has handled your application, you can contact the Commonwealth Ombudsman. The Ombudsman can investigate complaints about the administrative actions of Australian Government Departments. An online complaint form is available from the [Commonwealth Ombudsman](#) website.*

	<p><i>Alternatively, you may contact the Commonwealth Ombudsman on 1300 362 072.</i></p>
<p><b>3. Exceptional Circumstances</b></p>	<p>Only the Department has the capacity to consider exceptional circumstances when reviewing a decision. Exceptional circumstances are circumstances that are unusual, uncommon, unexpected or unplanned.</p> <p>The Department shall consider all declarations and supporting documentation in an endeavour to review a claim decision to ensure that the best possible outcome is achieved balancing the rights of the claimant with the prudent use of public monies. When considering a request for a waiver of the Program Guidelines the officer may consider the following:</p> <ul style="list-style-type: none"> <li>• Would the claimant be eligible for the payment if it were not for the exceptional circumstance(s)? This determines the basic eligibility for the payment(s) in dispute.</li> <li>• Is the exceptional circumstance(s) out of the control of the claimant? If yes, then exceptional circumstances may be in play.</li> <li>• Could the claimant have reasonably been expected to do more at the time of claiming to ensure that the claim was considered favourably? If not, then exceptional circumstances may be in play.</li> <li>• Did the Apprenticeship Network Provider, the Department or any of its agents provide appropriate advice, information and service to enable the recipient to lodge the claim within the appropriate timeframe? If not, then exceptional circumstances may be in play.</li> <li>• Has the claim been disrupted by unexpected or unplanned events that have impacted on the ability to provide supporting evidence or take necessary actions within the required time limits? If yes, then exceptional circumstances may be in play.</li> </ul> <p>The following scenarios may provide some examples of what might constitute exceptional circumstances. These examples are not exhaustive; the very nature of exceptional circumstances is that each case must be assessed on its own merits.</p> <p><i>Example of an exceptional circumstance</i></p>

	<p>An employer lodges a claim for a commencement incentive payment 16 months after the claim effect date. The claim is denied as claims must be lodged within 12 months of the effect date. The employer requests a review of the decision stating that the reason the claim was lodged out of time is that there was a fire in their office six months ago which destroyed their records. Provided that no other claims from that employer were received during this period, it is likely that this would be considered exceptional circumstances and the claim would be accepted by the Department.</p> <p><i>Example of a circumstance that is not an exceptional circumstance</i></p> <p>Erin has applied for LAFHA payments 15 months after the commencement date and would like the payments paid from commencement. The guidelines do not allow for payments to be backdated beyond 12 months from the claim date. The claim for LAFHA is approved and backdated for a 12 month period. Erin has asked for the claim to be reviewed with a view to backdating for the full 15 month period. The reason that the claim was submitted out of time is that Erin misplaced the forms and forgot to make the claim within the required timeframe. This situation should not be considered an exceptional circumstance and the original decision would be upheld.</p>
<p><b>4. Review by the Commonwealth Ombudsman</b></p>	<p>The Commonwealth Ombudsman can investigate complaints about the actions and decisions of Australian Government Agencies.</p> <p>Where a complaint is investigated by the Commonwealth Ombudsman they are able to make a recommendation to the Department that it reconsiders its action or decision. The Commonwealth Ombudsman cannot compel the Department to comply with those recommendations but the Department will take recommendations into consideration when making a further determination of a claim.</p> <p>More information on the role of the Commonwealth Ombudsman is available at the <a href="#">Commonwealth Ombudsman</a> website.</p>

## D. Taxation Issues

<p><b>1. Goods and Services Tax (GST)</b></p>	<p>GST does not apply to payments made to employers and Australian Apprentices under the Program. However, GST did apply to incentives claimed between 1 July 2000 and 31 December 2005.</p> <p>Payments to RTOs for Tutorial, Mentor and Interpreter Services do attract GST.</p> <p><i>A New Tax System (Goods and Services Tax) Act 1999</i> (the Act), imposes an obligation on the part of the payment recipient to remit GST to the Australian Taxation Office (ATO) in respect of payments received under the Program (where GST is applicable to the payment), as 'entering into an obligation' represents a taxable supply in cases where the recipient of the payment is registered for the GST. A connection between the payment and the supply is established, for the purpose of the Act, once a claim form is completed for each payment. Payments under the Program are made in response to the payment recipient (not including Australian Apprentices in receipt of LAFHA) entering into an obligation to do something.</p> <p>RTOs claiming financial assistance under the Program must complete a claim form which constitutes a Tax Invoice for the purposes of the Act once signed by an authorised representative.</p>
<p><b>2. Legal entity</b></p>	<p>Legal entities include:</p> <ul style="list-style-type: none"> <li>• an individual, e.g. Mr John Smith; or</li> <li>• a company, e.g. Great Services Pty Ltd; or</li> <li>• an incorporated association, e.g. Association Inc; or</li> <li>• the trustee of a trust, e.g. Trustee Pty Ltd as trustee for the Smith Family Trust; or</li> <li>• partners of a partnership, e.g. Ms Jill Smith and Ms Jane Smith; or</li> <li>• a member of an unincorporated association, e.g. Ms Jane Smith on behalf of Club A; or</li> <li>• an authority established as a body corporate by legislation, e.g. Australian National University.</li> </ul>

	A trading name, a business name, an unincorporated association, a partnership name or a trust name are not legal entities.
<b>3. ABN of employer</b>	<p>Employers or RTOs making a claim for any payment under the Program are asked to provide their Australian Business Number (ABN).</p> <p>The ABN should be the ABN of the Legal Entity.</p> <p>Where the employer is employing an Australian Apprentice as part of its function as trustee of a trust, partner/s of a partnership, member of an unincorporated association, or manager of a superannuation fund, the ABN provided should be the ABN of the relevant trust, partnership, unincorporated association, or superannuation fund. These entities are given ABNs even though they are not legal entities.</p> <p>The use of an ABN has tax consequences but does not affect the legal obligations of the legal entity under the contract or its entitlement to receive incentives.</p>
<b>4. Withholding tax for employers and training providers</b>	<p>Where an ABN is not provided, payments made to the employer or other entity will include a payment made to the Australian Taxation Office. The payment will be made as follows:</p> <ul style="list-style-type: none"> <li>• 53 per cent of the claimed amount shall be paid to the employer or other entity; and</li> <li>• 47 per cent shall be withheld and remitted to the ATO.</li> </ul>
<b>5. Tax implications for Australian Apprentices</b>	<p>Where an Australian Apprentice is eligible for the <i>Additional Identified Skills Shortage Apprentice Commencement payment</i> or the <i>Additional Identified Skills Shortage Apprentice Completion payment</i>, these payments are treated as taxable income. A <i>Tax File Number Declaration</i> should be completed to avoid tax being withheld at the highest marginal rate (as set by the ATO).</p> <p>There are four taxation withholding rates applicable to the <i>Additional Identified Skills Shortage Apprentice Commencement payment</i> and the <i>Additional Identified Skills Shortage Apprentice Completion payment</i>. These amounts are:</p> <ul style="list-style-type: none"> <li>• 21.0 per cent where the Australian Apprentice declares that their annual income does not exceed \$37,000; or</li> </ul>

	<ul style="list-style-type: none"> <li>• 34.5 per cent where the Australian Apprentice declares that their annual income exceeds \$37,000; or</li> <li>• 47.0 per cent where the Australian Apprentice has not provided their Tax File Number (TFN); or</li> <li>• at a rate agreed by the ATO.</li> </ul> <p>An Australian Apprentice may apply to the ATO for an individual withholding variation where the withholding rules do not suit their particular circumstances.</p>
<b>6. Tax exempt payments</b>	Living Away From Home Allowance (LAFHA) payments to Australian Apprentices are tax exempt and thus are not treated as taxable income.

## E. Privacy

<b>1. Overview</b>	Apprenticeship Network Providers may collect, disclose, make a record or otherwise use personal information for the purposes of administering the Program. <i>The Privacy Act 1988</i> (Cth) and the Australian Privacy Principles govern how personal information is collected, used, disclosed and stored.
<b>2. Use and disclosure of personal information</b>	<p>An individual's personal information can be collected, disclosed, or otherwise used if the record, disclosure or use of that information is made for the purposes of the Program, or with the express or implied authorisation of the person to whom the personal information relates.</p> <p>Personal information may be used for research, statistical analysis and policy development where use of this information is reasonably necessary.</p> <p>Personal information may be disclosed to third parties for the purposes of administering and carrying out the functions of the Program. Third parties include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Department of Education, Skills and Employment and other Australian Government departments and agencies, such as the Australian Taxation Office;</li> <li>• State/Territory government departments and agencies;</li> </ul>

	<ul style="list-style-type: none"> <li>• employees of the Minister’s Office;</li> <li>• Apprenticeship Network Providers;</li> <li>• Registered Training Organisations;</li> <li>• the Contractors or agents of these organisations, department and agencies.</li> </ul> <p>Personal information will not be used or disclosed other than as described in these Guidelines, without consent, or unless required or authorised by an Australian law.</p>
<b>3. Possible interferences with privacy</b>	<p>The Information Commissioner has powers to investigate possible interferences with privacy, either following a complaint by the individual or of the Commissioner’s own initiative.</p> <p>Further information can be found on the <a href="#">Office of the Australian Information Commissioner’s</a> website.</p>

## F. Claim Forms

<b>1. Overview</b>	In order to claim a payment under the Program, the payee must submit a fully completed claim form within the prescribed time limit.
<b>2. Completing claim forms</b>	<p>Unless otherwise specified, claim forms cannot be signed by the employer and Australian Apprentice until:</p> <ul style="list-style-type: none"> <li>• the waiting period has been completed; and</li> <li>• the Training Contract has been formally approved by the STA; and</li> <li>• on or after the effect date (for payments with an effect date); or</li> <li>• on or after the last day of the claim period (for payments with a claim period).</li> </ul> <p>Further detailed information about accessing and completing claim forms is available in the <i>Australian Apprenticeship Support Network Operating Guidelines</i>.</p>
<b>3. Australian Apprentice or employer does</b>	Australian Apprentices and employers, where they are the Claimant for a payment, may lodge a claim using alternative evidence where:

<p><b>not sign a claim form for payments</b></p>	<ul style="list-style-type: none"> <li>• the Australian Apprentice is no longer employed by the employer, and therefore the Australian Apprentice or employer is not able to sign the claim form for the Claimant; or</li> <li>• the Australian Apprentice is not readily available to sign the claim form where the employer is the Claimant. Where the Australian Apprentice is readily available for signing the employer’s claim form, it is expected that they will continue to sign claim forms according to the usual procedure.</li> </ul> <p>The evidence needs to provide reasonable assurance that the individual was employed as an Australian Apprentice at the relevant effect date or for the duration of the claim period.</p> <p><b>Evidence required</b></p> <p>Both of the following are required:</p> <ul style="list-style-type: none"> <li>• STA evidence - this may be an STA print-out or letter confirming that according to the STA's records, the individual was employed as an Australian Apprentice at the effect date or for the duration of the claim period; and</li> <li>• Employer evidence - this may include evidence in the form of a payroll print, time and wages sheet, payslip or a Separation Certificate. A letter from the employer is not sufficient as it provides no additional evidence to a claim form. The evidence needs to confirm that according to the employer's records the individual was employed as an Australian Apprentice at the effect date or for the duration of the claim period. It does not need to show the wages paid and employers may blank out this information if they wish. The Privacy Commissioner has issued guidelines restricting the use of Tax File Numbers (TFN’s) which are available at the <a href="#">Office of the Australian Information Commissioner</a> website. Where the employer provides a PAYG Payment Summary (formerly known as Group Certificate), the Tax File Number (TFN) must be removed; or</li> <li>• Claimant Statutory Declaration – the Statutory Declaration signed by the Claimant must confirm that the individual was employed by the employer as an Australian Apprentice at the effect date or for the duration of the claim period.</li> </ul>
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	Note – as employers are required by law to make and keep wage records and provide pay slips (as described on the <a href="#">Fair Work Ombudsman</a> website), it is expected that a Statutory Declaration will only be relied upon where these records are no longer available (e.g. destroyed by flood or fire). If used, the Statutory Declaration must describe why such records are not available.
<b>4. Payment of claims</b>	Payments will be paid by direct credit to the recipient’s bank account as identified on the claim form.

## **G. Debt Recovery**

<b>1. Overview</b>	Where a payment has been made under the Program to an ineligible recipient, including where the payment type has since lapsed, the Department shall make every reasonable effort to recover the overpaid amount.
<b>2. Apprenticeship Network Provider responsibilities</b>	<p>Apprenticeship Network Providers are required to notify their State or Territory Contract Manager as soon as practical once they become aware that an overpayment has occurred.</p> <p>Apprenticeship Network Providers are not authorised to recover payments on behalf of the Australian Government. Any such recovery action is the responsibility of the Department.</p>

## **H. Payment of Claims with Effect Date prior to implementation of these Guidelines**

<b>1. Overview</b>	These Guidelines refer to payments available from 1 January 2019.
<b>2. Apprenticeship Network Provider responsibilities</b>	<p>Apprenticeship Network Providers are required to continue to administer payments previously available under the Program. Where the effect date or claim period was prior to 1 January 2019, Apprenticeship Network Providers are required to use the Guidelines in place at the effect date or claim period.</p> <p>Where the effect date or claim period falls after 1 January 2019 but the Australian Apprenticeship commencement date was prior to 1 January</p>

	2019 , Apprenticeship Network Providers are required to check whether the Guidelines that were in place at the date of commencement apply.
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## II. Apprenticeship Administration

### A. Determining Commencement or Recommencement for AAIP Purposes

<p><b>1. Overview</b></p>	<p>Eligibility for payments under the Program is based on whether the Training Contract is considered a Commencement or Recommencement.</p> <p>It is the intention of the Program to make available one suite of payments per Occupational Outcome. Where an Australian Apprentice enters into a subsequent Training Contract to continue working toward the same Occupational Outcome as a previously incomplete but formally approved Training Contract, the intent is that an Australian Apprentice shall attract payments that fall due on or after the start date of the new Training Contract.</p>
<p><b>2. Definition of a Commencement</b></p>	<p>A commencement occurs where an Australian Apprentice begins an Australian Apprenticeship that leads to an occupation that they have not previously commenced under an approved Training Contract or where the new Australian Apprenticeship is at a different level to a previous Australian Apprenticeship (leading to the same occupation).</p> <p><i>Examples of a commencement</i></p> <p>Courtney has previously commenced but did not complete LMF30502 Certificate III in Furniture Making (Wood Machining) leading to the occupation of Wood Machinist. Courtney subsequently entered into a Training Contract for LMF30402 Certificate III in Furniture Making (Cabinet Making) leading to the occupation of Cabinet Maker. The second Training Contract would be deemed a commencement as it leads to an Occupational Outcome that is different to the first Training Contract.</p> <p>Shannon entered into a Training Contract for WRH30106 Certificate III in Hairdressing leading to the occupation of Hairdresser but the training contract was rejected by the STA. Shannon subsequently entered into a new Training Contract, which was approved by the STA, with a different employer for WRH30106 Certificate III in Hairdressing leading</p>

	<p>to the occupation of Hairdresser. The second Training Contract would be deemed a commencement for the purposes of this Program as the first Training Contract was not approved by the STA.</p>
<p><b>3. Definition of a Recommendation</b></p>	<p>A recommencement occurs where an Australian Apprentice transfers to another employer to continue working towards an incomplete Training Contract that has been approved by the STA. For the Australian Apprenticeship to be deemed a recommencement, the qualification must be at the same level and lead to the same Occupational Outcome.</p> <p><i>Example of a recommencement</i></p> <p>Bailey has previously commenced but did not complete FDF30503 Certificate III in Food Processing (Retail Baking – Cake and Pastry) leading to the occupation of Pastry Cook. Bailey subsequently enters into a Training Contract for SIT31107 Certificate III in Hospitality (Patisserie) that also leads to the occupation of Pastry Cook with a different employer. This is considered a recommencement for the purposes of this Program.</p>
<p><b>4. Terminology for Occupational Outcome</b></p>	<p>To ensure nationally consistent terminology, the six-digit Australian and New Zealand Standard Classification of Occupations (ANZSCO) Occupation code is to be used to determine Occupational Outcomes. Further information is available on the <a href="#">ANZSCO search page</a>.</p> <p>An assessment of Occupational Outcome should be based on what the Australian Apprentice will be qualified to do once they have completed their Australian Apprenticeship.</p> <p>Where an Occupational Outcome has a number of matches according to ANZSCO, the Apprenticeship Network Provider will need to consult with the employer and/or Australian Apprentice to identify which occupation classification is applicable.</p>

## B. Change of Ownership

<b>1. Overview</b>	Where a business changes its legal name, ownership or Australian Company Number (ACN), or takes over the functions or employees of another business under an outsourcing or contracting arrangement, the change does not affect the status of the employment relationship that existing and former employees have with the new business entity.
<b>2. Eligibility under the Program</b>	Where there is a change of ownership, eligibility for all payments under the Program are assessed as if a continuous employment relationship had been maintained.
<b>3. Payments due prior to change of ownership</b>	<p>For the purposes of the Program and unless specifically stated as part of the bill of sale, payments should be paid to the legal entity at the time of the effect date.</p> <p>Unless otherwise specified, where a claim period overlaps the change of ownership, the payment should be shared between the parties. In this instance, each entity must submit a claim form for the relevant period.</p>

## C. Changes to attendance type

<b>1. Overview</b>	<p>Where the attendance type of the Australian Apprentice changes during the Australian Apprenticeship, for example, from full-time to part-time, the attendance type as per the date of commencement or the most recent recommencement (if applicable) should be used to assess eligibility.</p> <p>For example, if the Australian Apprenticeship was being undertaken on a part-time basis, and the Australian Apprentice converts to full-time employment, the Australian Apprenticeship should be assessed as though it is a part-time Australian Apprenticeship.</p>
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## D. Returning to previous employer following cancellation or suspension

<b>1. Overview</b>	Where an Australian Apprentice's Training Contract has been cancelled or suspended, and they return to the same employer, eligibility for
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	<p>further payments will depend on the period between the date of cancellation or suspension and the date the Australian Apprentice resumes the Australian Apprenticeship.</p>
<p><b>2. Break in Australian Apprenticeship of less than six months</b></p>	<p>Where there was a period of less than six months between the date of cancellation or suspension and the date of recommencement (where the Australian Apprentice returns to the same employer), eligibility for payments under this Program are to be assessed as though no break occurred. However, payment effect dates or claim periods cannot occur during the break (except for LAFHA).</p> <p><i>Example of a break of less than six months</i></p> <p>Jessie commenced a full-time Australian Apprenticeship on 7 July 2015 and became suspended on 9 February 2016. During this period, the employer was assessed as eligible for incentives. Jessie returned from suspension on 9 June 2016. The employer will not receive a Recommencement Incentive but will continue to be eligible for incentives available following the return from suspension.</p>
<p><b>3. Break in Australian Apprenticeship of six months or more</b></p>	<p>Where six months or more has lapsed between the date of cancellation or suspension and the date of recommencement or return from suspension (where the Australian Apprentice returns to the same employer), eligibility for all payments under this Program are to be assessed as if this were a new Training Contract with a new employer.</p> <p><i>Examples of a break of more than six months</i></p> <p>Cameron commenced a full-time Australian Apprenticeship on 13 March 2010 and cancelled on 29 July 2010. During this time, the employer was assessed as eligible for incentives and Cameron was assessed as eligible for LAFHA. Following the cancellation, Cameron continued to work for this employer and on 1 May 2011, recommenced the Australian Apprenticeship. The nominal duration prescribed by the STA for this qualification is 18 months. As Cameron continued to work for this employer following the cancellation, Cameron is considered to be an existing worker, and the employer is not eligible for incentives and Cameron will not be eligible for further LAFHA payments. If Cameron did not work with this employer following the cancellation on 29 July 2010, and recommenced on 1 May 2011, the employer would be eligible for incentives as if this recommencement was with a new employer.</p>

	Cameron will not be eligible for LAFHA as this is not the first move from home within three months prior to recommencing the Australian Apprenticeship.
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## E. Movement between GTOs and/or host employers

<b>1. Overview</b>	Transfers between GTOs and/or host employers will be treated as per the rules below.
<b>2. Transfers between GTO and host employer or vice versa</b>	For the purposes of this Program, GTOs and the Australian Apprentice's host employer are to be treated as the same employer. Transfers of employment between GTOs and host employers are to be assessed for eligibility for payments under the Program as though they were returning to the same employer (refer to Section II.D 'Returning to Previous Employer Following Cancellation or Suspension').
<b>3. Recommencing with a different GTO but remaining with same host employer</b>	An Australian Apprentice who transfers to another GTO but remains in the employment of the same host employer is to be assessed for eligibility for payments under the Program as though they were returning to the same employer (refer to Section II.D 'Returning to Previous Employer Following Cancellation or Suspension').

### III. Primary Eligibility

#### A. Employment and Training Arrangements

<p><b>1. Overview</b></p>	<p>Payments available under the Program are payable in respect of an Australian Apprentice whose employment and training arrangements are formally approved by the relevant STA.</p> <p>Australian Apprenticeships may include full-time, part-time and school-based employment and training arrangements.</p>
<p><b>2. Eligibility Requirements</b></p>	<p>To be eligible for payments under the Program, an Australian Apprentice must be:</p> <ul style="list-style-type: none"> <li>• employed in an Australian Apprenticeship arrangement in a State or Territory of Australia; and</li> <li>• employed under the terms and conditions of a Training Contract. The Training Contract must be signed by the Australian Apprentice and the employer, and be formally approved by the STA; and</li> <li>• undertaking an accredited training program, which leads to a nationally recognised qualification and includes both paid work and structured training and is responsive to user choice. The Australian Government may still provide incentives where a State or Territory Government does not provide funds for the off-the-job training, provided that the Australian Apprenticeship meets the Program’s eligibility criteria; and</li> <li>• employed in an Australian Apprenticeship at the Certificate II, III, IV, Diploma or Advanced Diploma level.</li> </ul>
<p><b>3. Employer who is a trust, trustee or a trustee company</b></p>	<p>An employer who is a trust, trustee or a trustee company may be eligible for employer incentives and the Australian Apprentice may be eligible for Living Away From Home Allowance.</p> <p>Where the employer is a family trust and the Australian Apprentice is a beneficiary, the Australian Apprentice may attract Living Away From Home Allowance provided the Australian Apprentice is not a trustee.</p>

<p><b>4. Specific exclusions</b></p>	<p>Employment arrangements which are not eligible for any payments under the Program are:</p> <ul style="list-style-type: none"> <li>• employment offered by a private household; or</li> <li>• structured vocational training positions such as articulated clerk or cadetships as these are outside the intended scope of Australian Apprenticeships; or</li> <li>• employment which does not guarantee the employee a regular wage or salary such as commission-based positions, sub-contracting, casual or piece-rate work; or</li> <li>• business arrangements between the employer and employee (Australian Apprentice) where the employee is a partner/director in the employer’s business, the trustee of a trust, a franchisee or a shareholder who has a substantial financial concern in the business. This includes business arrangements between an employee and a host employer where the employee is employed by a GTO; or</li> <li>• where the Australian Apprentice is a primary school student. Young people who are primary school students at the commencement of an Australian Apprenticeship and move to secondary school do not attract payments under the Program while they continue in that Australian Apprenticeship; or</li> <li>• employment arrangements which specify contract or seasonal employment; or</li> <li>• where the Australian Apprentice is employed in a Supported Wage Arrangement and is paid according to a productivity or competency based arrangement as a proportion of wages set by an award.</li> </ul> <p>Where there is reasonable doubt about the validity of the employment arrangements, access to payments under the Program should be rejected.</p>
<p><b>5. Australian Government departments and agencies</b></p>	<p>Australian Apprentices employed by Commonwealth entities including Corporate Commonwealth entities and Non-Corporate Commonwealth entities under the <i>Public Governance, Performance and Accountability Act 2013</i> are not eligible to attract employer incentives or Assistance for Australian Apprentices with Disability.</p>

	<p>This includes Departments of State, Departments of Parliament and Agencies prescribed under the <i>Public Governance, Performance and Accountability Act 2013</i>. Departments are listed on the <a href="#">Department of Finance</a> website.</p> <p>Australian Apprentices employed by an Australian Government department or agency may be eligible for payments outlined in <i>Section VI. Payments for Australian Apprentices</i>.</p>
<p><b>6. State or Territory Government departments or agencies</b></p>	<p>Australian Apprentices employed by State or Territory Government departments and agencies, that is, Departments of State and Departments of Parliament are not eligible to attract employer incentives or Assistance for Australian Apprentices with Disability.</p> <p>This exclusion does not relate to:</p> <ul style="list-style-type: none"> <li>• State or Territory government employers where they are a statutory authority, statutory body or body corporate; or</li> <li>• Local Government organisations.</li> </ul> <p>An Australian Apprentice who is ‘on-loan’ from a Department of State or a Department of Parliament to a statutory authority, statutory body, body corporate or Local Government organisation will not be eligible to attract incentives as they are considered to be an employee of the Department of State or Department of Parliament.</p> <p>If the Australian Apprentice is employed by a Statutory Authority, Statutory Body, (Government) Body Corporate or Local Government organisation and is ‘on loan’ to the Department of State or a Department of Parliament, they may be eligible to attract incentives.</p> <p>Australian Apprentices employed by a State or Territory Government department or agency may be eligible for payments outlined in <i>Section VI. Payments for Australian Apprentices</i>.</p>

## B. Citizenship Status

<p><b>1. Overview</b></p>	<p>This Program is in place to develop a more skilled Australian workforce. The citizenship status requirement assists in the development of a skilled workforce of Australian citizens.</p>
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<p><b>2. Eligibility requirements</b></p>	<p>To be eligible for payments under the Program, the Australian Apprentice must be:</p> <ul style="list-style-type: none"> <li>• an Australian citizen; or</li> <li>• a foreign national with permanent residency status; or</li> <li>• a New Zealand passport holder who has resided in Australia for at least six months;</li> </ul> <p>at the date of commencement or recommencement of the Australian Apprenticeship.</p>
<p><b>3. Identifying residency status for foreign nationals</b></p>	<p>The residency status of foreign nationals is identified by the visa granted to them by the Department of Home Affairs. Visa information is found at the <a href="#">Department of Home Affairs</a> website.</p> <p>An Australian Apprentice must meet the citizenship requirements at the commencement or recommencement of the Australian Apprenticeship to be eligible for payments under the Program. Where an Australian Apprentice is granted permanent residency during their Australian Apprenticeship, their eligibility for payments under this Program remains unchanged.</p>

### C. Existing Worker

<p><b>1. Overview</b></p>	<p>Consistent with the aim of developing and increasing the skilled Australian workforce, the existing worker requirement provides incentives where eligible existing workers undertake formal, long-term, high level training in areas of special need.</p>
<p><b>2. Defining existing worker</b></p>	<p>An existing worker is a person who has an employment relationship with the employer for more than three full-time equivalent months (inclusive of approved leave).</p>
<p><b>3. Calculating previous employment duration</b></p>	<p>The full-time equivalent period of employment calculation shall:</p> <ul style="list-style-type: none"> <li>• exclude periods of employment where the Australian Apprentice was: <ul style="list-style-type: none"> <li>○ employed and attending a secondary school as a student; or</li> <li>○ undertaking a previous Australian Apprenticeship; or</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ participating in a Community Development Employment Projects (CDEP) Program; or</li> <li>○ participating in the Youth Jobs PaTH Program; and</li> <li>● not include any service that has occurred prior to a break of six months or more in the employment relationship prior to the commencement of the Australian Apprenticeship; and</li> <li>● be calculated by dividing any period of part-time or casual work by four and adding that to any full time periods worked.</li> </ul> <p><i>Examples of calculating existing worker status</i></p> <p>Riley worked for an employer on a part-time basis from 1 May 2014 to 30 November 2015 while completing secondary school and continued working part-time after completing school from 1 December 2015 to 1 April 2016. Riley then commenced an Australian Apprenticeship with this employer on 16 April 2016. As the total of applicable full-time equivalent employment periods are less than three months because only the period between 1 December 2015 and 1 April 2016 counted, Riley is not considered to be an existing worker.</p> <p>Lee worked for an employer on a non-full-time basis from 13 June 2014 until 13 December 2014. After a two month break, Lee returned to work for the same employer on a full-time basis from 15 February 2015 to 31 May 2015. On 1 June 2015, Lee commenced an Australian Apprenticeship with this employer. Lee is considered to be an existing worker (five months full-time equivalent).</p>
<p><b>4. Change of ownership</b></p>	<p>For the purposes of assessing existing worker status, any period of employment with the previous owner of the business is to be considered as prior employment.</p>
<p><b>5. Movement of Australian Apprentices between host employer and GTOs</b></p>	<p>The GTO and the host employer are regarded as the same employer for the purposes of determining Existing Worker status.</p>

<p><b>6. Eligibility for employer incentives</b></p>	<p>An existing worker Australian Apprentice undertaking a Certificate II Australian Apprenticeship will not attract incentives for their employer.</p> <p>An existing worker Australian Apprentice may attract incentives for their employer where the Australian Apprentice:</p> <ul style="list-style-type: none"> <li>• is undertaking a Certificate III or IV Australian Apprenticeship; and <ul style="list-style-type: none"> <li>○ the qualification leads to an occupation listed on the NSNL at the date of commencement or recommencement; or</li> <li>○ the qualification leads to a Priority Occupation at the date of commencement or recommencement; or</li> <li>○ commenced within 12 months of successfully completing a Certificate II qualification with the same employer and they satisfied the Existing Worker criteria for the Certificate II qualification.</li> </ul> </li> <li>• is undertaking a Diploma or Advanced Diploma Australian Apprenticeship in a qualification that leads to a Priority Occupation.</li> </ul>
<p><b>7. Eligibility for Mature Aged Worker Commencement Incentive</b></p>	<p>An existing worker Australian Apprentice may attract the Mature Aged Worker Commencement Incentive for their employer where the Australian Apprentice:</p> <ul style="list-style-type: none"> <li>• meets the criteria outlined in section III.C.6 above; or</li> <li>• the nominal full-time duration of the Training Contract (as declared by the relevant STA) is two years or more (pro-rata for part-time Australian Apprenticeships).</li> </ul>
<p><b>8. Eligibility for Support for Adult Australian Apprentices</b></p>	<p>An existing worker may attract Support for Adult Australian Apprentices for their employer where the Australian Apprentice is undertaking a Certificate III or IV level qualification that leads to an occupation listed on the NSNL.</p>
<p><b>9. Eligibility for Additional Identified Skills Shortage payments</b></p>	<p>An existing worker Australian Apprentice will not attract the Additional Identified Skills Shortage payments:</p> <ul style="list-style-type: none"> <li>• Additional Identified Skills Shortage Commencement Incentive;</li> <li>• Additional Identified Skills Shortage Completion Incentive;</li> <li>• Additional Identified Skills Shortage Apprentice Commencement payment; and</li> </ul>

	<ul style="list-style-type: none"> <li>• Additional Identified Skills Shortage Apprentice Completion payment.</li> </ul>
<b>10. Eligibility for Australian Apprentice Wage Subsidy</b>	An existing worker Australian Apprentice will not attract the Australian Apprentice Wage Subsidy for their employer.
<b>11. Eligibility for Supporting Apprentices and Trainees and Boosting Apprenticeship Commencements</b>	<p>An existing worker Australian Apprentice may attract for their employer:</p> <ul style="list-style-type: none"> <li>• <i>Supporting Apprentices and Trainees (through direct employment);</i></li> <li>• <i>Supporting Apprentices and Trainees through Group Training Organisations;</i></li> <li>• <i>Extension of Supporting Apprentices and Trainees (through direct employment);</i></li> <li>• <i>Extension of Supporting Apprentices and Trainees through Group Training Organisations; and</i></li> <li>• <i>Boosting Apprenticeship Commencements. See Section V.L.3a Eligibility criteria.</i></li> </ul>
<b>12. Assistance for Australian Apprentices with Disability</b>	<p>To attract Assistance for Australian Apprentices with Disability:</p> <ul style="list-style-type: none"> <li>• the employer must be assessed as eligible to receive incentives; or</li> <li>• the Australian Apprentice must have commenced or recommenced at the Certificate III or IV level and meet one of the following: <ul style="list-style-type: none"> <li>○ the nominal full-time duration of the Training Contract (as declared by the relevant STA) is two years or more (pro-rata for part-time Australian Apprenticeships); or</li> <li>○ the Australian Apprentice commenced a Certificate III or IV qualification within 12 months of successfully completing a Certificate II qualification with the same employer and they satisfied the Existing Worker criteria for the Certificate II qualification; or</li> </ul> </li> <li>• the Australian Apprentice must have commenced or recommenced at the Diploma or Advanced Diploma level.</li> </ul>

## D. Previous and Concurrent Qualifications

<p><b>1. Overview</b></p>	<p>The aim of the Program is to increase the number of skilled workers available to participate in the Australian workforce. The intent of the Program is to provide assistance and support to workers to assist them to gain new, formally recognised, relevant skills needed for Australia’s contemporary workplaces.</p> <p>To ensure that Program funding is directed towards increased employability and participation, eligibility for payments may be affected by previous or concurrent qualifications. The effect of previous and concurrent qualifications on eligibility for payments is determined by assessing the current Australian Apprenticeship and the level and Occupational Outcome of the previous qualification. Further information is outlined in this section and at Appendix E.</p>
<p><b>2. Qualifications that do not affect eligibility</b></p>	<p>There are a number of qualifications that do not affect eligibility for payments under the Program.</p> <p><b>Certificate I Qualifications</b></p> <p>A concurrent, completed or incomplete qualification at the Certificate I level does not affect eligibility for payments.</p> <p><b>Qualifications attained more than 7 years ago</b></p> <p><u>Completed qualifications</u></p> <p>Certificate II to IV qualifications attained more than seven years ago that led to a different Occupational Outcome than the current Australian Apprenticeship do not affect eligibility for payments.</p> <p>Evidence to support this includes:</p> <ul style="list-style-type: none"> <li>• for qualifications obtained through an Australian Apprenticeship pathway: <ul style="list-style-type: none"> <li>○ TYIMS or STA extract showing the name of the qualification, the name of the institution the qualification was completed at, the month and year the qualification was completed; or</li> </ul> </li> <li>• for qualifications attained through a pathway other than an Australian Apprenticeship:</li> </ul>

- original certificate or certified extract from the institution the qualification was completed at; or
- Statutory Declaration including the name of the qualification, institution the qualification was completed at, the month and year the qualification was completed.

**Commenced but not completed Australian Apprenticeships**

A previously commenced but not completed Certificate II or higher Australian Apprenticeship which was cancelled more than seven years prior to the commencement of the current Australian Apprenticeship, and which led to a different Occupational Outcome does not affect eligibility for payments.

Evidence to support this includes:

- TYIMS or STA extract showing the name of the qualification, the month and year the qualification was commenced and the month and year the qualification was cancelled; or
- original documentation or certified extract showing the name of the qualification, the month and year the qualification was commenced and the month and year the qualification was cancelled.

**Non Australian Qualifications Framework (AQF)**

Qualifications that are not recognised within the Australian Qualifications Framework (AQF) do not affect eligibility for payments.

**Qualifications under the Adult Migrant English Program**

A concurrent, completed or incomplete Certificate in Spoken and Written English (CSWE) delivered through the Adult Migrant English Program, does not affect eligibility for payments.

**Job Seeker Qualifications**

A concurrent, completed or incomplete Certificate II qualification attained through the Australian Skills Vouchers Program does not affect eligibility payments.

A concurrent, completed or incomplete qualification funded or partly funded through the Employment Fund and attained while the Australian Apprentice was an Employment Provider (or previous Job Network or Job Services Australia) client does not affect eligibility for payments.

Evidence to support this includes:

- proof that funding was received; and
- original certificate or certified extract from the institution where the qualification was undertaken; or
- Statutory Declaration including the name of the qualification, institution the qualification was completed at, the month and year the qualification was completed.

A concurrent, completed or incomplete Certificate II or higher qualification that leads to a different Occupational Outcome with a different employer where the Australian Apprentice is a current Employment Provider Stream B or Stream C client does not affect eligibility for payments.

Evidence to support this includes:

- documentation from either Centrelink or the Employment Provider that the Australian Apprentice is eligible for Employment Services Stream B or Stream C, immediately prior to the commencement or recommencement of the current Australian Apprenticeship.

#### **School Based Qualifications**

Qualifications completed while the Australian Apprentice was a school student where the Australian Apprenticeship being undertaken post school is in either a different Occupational Outcome or higher level qualification to the qualification completed while at school, do not affect eligibility for payments.

Evidence to support this includes:

- school or system documentation of date left school; and
- for qualifications obtained through an Australian Apprenticeship pathway:
  - TYIMS or STA extract showing the name of the qualification, month and year the qualification was completed; or
- for qualifications obtained through a pathway other than an Australian Apprenticeship:
  - original certificate or certified extract from the institution the qualification was completed at; or

- a Statutory Declaration including the name of the qualification, month and year the qualification was completed.

**Certificate II to IV qualifications through a non Apprenticeship pathway commenced while at school or within two years of completing school**

Certificate II to IV qualifications attained through a pathway other than an Australian Apprenticeship commenced while the Australian Apprentice was a school student or within two years of leaving school where the Australian Apprenticeship being undertaken post school is in either a different Occupational Outcome or higher level qualification to the qualification held, does not affect eligibility for payments.

Evidence to support this includes:

- school or system documentation of date left school; and
- original certificate or certified extract from the RTO; or
- a Statutory Declaration including the name of the qualification, the institution the qualification was completed at, and the month and year the qualification was commenced.

**Commenced but not completed Certificate II or higher Australian Apprenticeships**

A previously commenced but not completed Certificate II or higher Australian Apprenticeship which was commenced while the Australian Apprentice was a school student and not continued after the Australian Apprentice left school, where the current Australian Apprenticeship either leads to a different Occupational Outcome or to a higher level qualification, does not affect eligibility for payments.

Evidence to support this includes:

- school or system documentation of date left school; and
- TYIMS or STA extract showing the name of the qualification, the month and year the qualification was commenced and the month and year the qualification was cancelled; or
- original documentation or certified extract showing the name of the qualification, the month and year the qualification was commenced and the month and year the qualification was cancelled.

**Qualifications obtained through a non apprenticeship pathway where the current Australian Apprenticeship is being undertaken while the Australian Apprentice is still at school**

A qualification obtained through a non Australian Apprenticeship pathway does not affect eligibility for payments where:

- the current Australian Apprenticeship is being undertaken as an Australian School-Based Apprenticeship; and
- the qualification leads to a different occupational outcome; or
- if the qualification leads to the same occupational outcome, the qualification is not higher than the qualification being undertaken in the Australian Apprenticeship.

Evidence to support this includes:

- original documentation or certified extract showing the name of the qualification, the month and year the qualification was commenced and the month and year the qualification was completed.

**Injury or disability**

A Certificate II or higher qualification that led to a different Occupational Outcome that was undertaken with a different employer that can no longer be used due to the Australian Apprentice's injury or disability does not affect eligibility for payments.

Evidence to support this includes:

- a letter from a medical practitioner outlining why the Australian Apprentice is unable to work in the occupation for which they are qualified.

**Unsuccessfully market tested qualifications**

A certificate II or higher qualification leading to a different Occupational Outcome with a different employer where the Australian Apprentice has unsuccessfully market tested the qualification and has been registered with Centrelink as a job seeker for 12 months or more since obtaining the qualification does not affect eligibility for payments.

Evidence to support this includes:

	<ul style="list-style-type: none"> <li>documentation from Centrelink which shows the Australian Apprentice has been registered as a job seeker with Centrelink for 12 months or more.</li> </ul>
<b>3. Qualifications completed overseas</b>	<p>Where an Australian Apprentice holds a qualification that they obtained overseas and is undertaking a Certificate III or IV qualification leading to an Occupation on the NSNL, they will not be required to have the qualification recognised provided that the previous qualification is for a different Occupational Outcome.</p> <p>Where the qualification is not a Certificate III or IV qualification leading to an Occupation on the NSNL, the Australian Apprentice must contact the appropriate authority to determine whether the qualification is recognised by the AQF. <i>See Appendix F - List of government agencies assisting in assessing overseas qualifications</i> for a list of government agencies that can provide assistance in assessments of overseas qualifications.</p> <p>If the qualification is recognised by the AQF, the Australian Apprentice must obtain a comparable level Certificate recognised under the AQF before the Apprenticeship Network Provider can determine eligibility for payments under the Program.</p>

## E. Waiting Period

<b>1. Overview</b>	A waiting period applies to all payments to employers, unless stated otherwise.
<b>2. Purpose of waiting period</b>	Incentives are not payable during the waiting period. This ensures that the employer and the Australian Apprentice are committed to continuing the Australian Apprenticeship arrangement.
<b>3. Duration of waiting period</b>	<p>For the purposes of the Program, the waiting period is defined as the greater of:</p> <ul style="list-style-type: none"> <li>three calendar months from the date of commencement or recommencement; or</li> <li>the probationary period as specified by the STA.</li> </ul>

	<ul style="list-style-type: none"> <li>○ Note – some STAs allow for the probationary period to be extended by request. Where an extension to the probationary period is approved by the STA, the updated probationary period is used for determining the waiting period.</li> </ul> <p><i>Examples of calculation of waiting period</i></p> <p>Brodie commenced an Australian Apprenticeship on 5 January 2010 and the STA probationary period is one month. The waiting period is three calendar months from commencement. Where applicable, claim forms can be signed and dated by Brodie and the employer on or after 5 April 2010.</p> <p>Sam commenced an Australian Apprenticeship on 15 February 2010 and the STA probationary period is six months. The waiting period is six months from commencement. Where applicable, claim forms can be signed and dated by Sam and the employer on or after 15 August 2010.</p>
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## F. Time Limits

<p><b>1. Overview</b></p>	<p>Time limits for lodging applications and/or claim forms apply to all payments available under the Program.</p> <p>Claims are not payable if an employer, Australian Apprentice or RTO does not lodge a claim with an Apprenticeship Network Provider within the specified time limit.</p>
<p><b>2. Calculation of time limit for claims with an effect date</b></p>	<p>The time limit for lodging these claims is 12 months from:</p> <ul style="list-style-type: none"> <li>● the effect date for: <ul style="list-style-type: none"> <li>○ Payments available at Commencement; and</li> <li>○ Payments available for Retention; and</li> <li>○ Payments available at Recommencement; and</li> <li>○ Support for Adult Australian Apprentices; and</li> <li>○ Australian Apprentice Wage Subsidy.</li> </ul> </li> <li>● the date the STA issues documentation to confirm the successful completion for: <ul style="list-style-type: none"> <li>○ Payments available at Completion.</li> </ul> </li> </ul> <p><i>Examples of time limit for incentives</i></p>

	<p>Alex commenced an Australian Apprenticeship on 5 January 2015 and the waiting period expires on 4 April 2015. The effect date for the Rural and Regional Skills Shortage Incentive is 5 July 2015. The claim form for the Rural and Regional Skills Shortage Incentive must be lodged with the Apprenticeship Network Provider on or before 5 July 2016.</p> <p>Max commenced an Australian Apprenticeship on 5 July 2015 and the waiting period expires on 4 October 2015. The effect date for the Commencement Incentive is 5 January 2016. The claim form for the Commencement Incentive must be lodged with the Apprenticeship Network Provider on or before 5 January 2017.</p> <p>Blair successfully completes an Australian Apprenticeship on 15 February 2015. The date the STA issues documentation to confirm that the Australian Apprentice has successfully completed both the on-the-job and off-the-job competencies is 11 April 2015. The claim form for the Completion Incentive must be lodged with the Apprenticeship Network Provider on or before 11 April 2016.</p>
<b>3. Calculation of time limit for claims with claim periods</b>	The time limit for lodging claims with claim periods is 12 months from the first day of the claim period.
<b>4. Custodial Australian Apprentices</b>	For payments that become payable after the Australian Apprentice has been released from custody, the time limit for lodging claims is 12 months from the day after the custodial Australian Apprentice was released from custody.

## IV. Targeted Eligibility

### A. Trade Occupations on the National Skills Needs List

<b>1. Overview</b>	The aim of the Program is to increase the relevant national skills base in Australia by providing additional payments where Australian Apprentices are working towards an Occupational Outcome identified on the National Skills Needs List (NSNL).
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<p><b>2. Criteria for inclusion on the NSNL</b></p>	<p>To be considered for inclusion on the NSNL, an occupation must:</p> <ul style="list-style-type: none"> <li>• be a trade listed in Major Group 3 of the ANZSCO; and</li> <li>• have at least 1,500 people employed in the occupation as per census data; and</li> <li>• the occupation must have been assessed as being in national skills shortage for three of the past five years and must include one of the last two years. <ul style="list-style-type: none"> <li>○ Note: where the occupation has not been researched in all of the past five years, then the occupation must have been assessed as being in national skills shortage for at least half of the occasions the occupation has been researched.</li> </ul> </li> </ul> <p>This list is regularly reviewed to ensure that it remains relevant to the needs of industry. The NSNL is published on the <a href="#">Australian Apprenticeships</a> website.</p>
<p><b>3. NSNL occupations</b></p>	<p>A list of eligible NSNL occupations is included in <i>Appendix B – NSNL Occupations</i>, along with the qualifications that lead to those occupations. Some qualifications listed in Appendix B may lead to one or more Occupational Outcome that may not be on the NSNL. An Australian Apprentice will only be eligible for the payments where the Occupational Outcome they are working towards is an NSNL occupation.</p>
<p><b>4. Changes to the occupations listed on the NSNL</b></p>	<p>Where an occupation is added or removed from the NSNL after the Australian Apprentice commenced or recommenced this will not affect eligibility for payments under the Program for the remainder of that Australian Apprenticeship arrangement.</p>

## B. Priority Occupations

<p><b>1. Overview</b></p>	<p>The aim of the Program is to increase the relevant national skills base in Australia by providing additional payments where Australian Apprentices are working towards a Priority Occupation.</p>
<p><b>2. Priority Occupations</b></p>	<p>The eligible Priority Occupations are:</p> <ul style="list-style-type: none"> <li>• Aged Care;</li> </ul>

	<ul style="list-style-type: none"> <li>• Child Care;</li> <li>• Disability Care Workers; and</li> <li>• Enrolled Nurses.</li> </ul> <p>The list of eligible Priority Occupations, along with the qualifications that lead to those occupations is included at <i>Appendix H – Priority Occupations</i>.</p> <p>Some qualifications listed in Appendix H may lead to one or more Occupational Outcomes that may not be Priority Occupations. An Australian Apprentice will only be eligible for the payments where the Occupational Outcome they are working towards is a Priority Occupation.</p>
<b>3. Changes to Priority Occupations</b>	Where an occupation is added or removed from the Priority Occupations after the Australian Apprentice commenced or recommenced this will not affect eligibility for payments under the Program for the remainder of that Australian Apprenticeship arrangement.

### C. Additional Identified Skills Shortage List

<b>1. Overview</b>	The aim of the Program is to increase the relevant national skills base in Australia by providing additional payments where Australian Apprentices are working towards an Occupational Outcome identified as one of the top shortage occupations in Australia within an Australian Apprenticeships pathway.
<b>2. Additional Identified Skills Shortage occupations</b>	<p>The list of eligible Additional Identified Skills Shortage occupations, along with the qualifications that lead to those occupations is included at <i>Appendix B – NSNL Occupations</i>.</p> <p>Some qualifications listed in Appendix B may lead to one or more Occupational Outcomes that may not be Additional Identified Skills Shortage List occupations. An Australian Apprentice will only be eligible for the payments where the Occupational Outcome they are working towards is an Additional Identified Skills Shortage List occupation.</p>
<b>3. Changes to Additional</b>	Where an occupation is added or removed from the Additional Identified Skills Shortage List after the Australian Apprentice commenced this will

<b>Identified Skills Shortage occupations</b>	not affect eligibility for payments under the Program for the remainder of that Australian Apprenticeship arrangement.
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## D. Custodial Australian Apprentices

<b>1. Overview</b>	This initiative applies to people who are serving a prison sentence and commence an Australian Apprenticeship in preparation for release into the community. These Australian Apprentices and their employers shall become eligible to attract payments once the Australian Apprentice is released from custody provided they meet the relevant eligibility requirements.
<b>2. Identifying custodial Australian Apprentices</b>	<p>Custodial Australian Apprentices are those who:</p> <ul style="list-style-type: none"> <li>• were in custody at the time of commencement or recommencement; and</li> <li>• are released from custody on day release, or similar arrangements, in order to participate in an Australian Apprenticeship.</li> </ul> <p>Australian Apprentices who are required to attend periodic detention that does not coincide with their employment under their Australian Apprenticeship are not considered to be custodial Australian Apprentices for the purpose of the Program.</p> <p><i>Example of Australian Apprentice serving periodic detention</i></p> <p>From 13 January 2010, Blair was required to serve six months periodic detention. Blair commenced an Australian Apprenticeship on 17 March 2010 where the working hours do not affect Blair's periodic detention – therefore this is not considered a custodial Australian Apprenticeship.</p>
<b>3. Eligibility for employer incentives</b>	<p>Incentives may be payable to employers of custodial Australian Apprentices provided that the Australian Apprenticeship is continued following release from custody.</p> <p>The effect date will be the latter of:</p> <ul style="list-style-type: none"> <li>• the waiting period; or</li> <li>• the effect date of the claim; or</li> </ul>

	<ul style="list-style-type: none"> <li>the day after the custodial Australian Apprentice was released from custody.</li> </ul> <p><i>Examples of effect dates for custodial Australian Apprentices</i></p> <p>While serving a custodial sentence, Joey was granted day release to undertake an Australian Apprenticeship with a commencement date of 22 October 2010. The waiting period is completed on 21 January 2011 and Joey is released from custody on 23 April 2011. The effect date for the commencement incentive is calculated to be 24 April 2011.</p> <p>While serving a custodial sentence, Morgan was granted day release to undertake an Australian Apprenticeship with a commencement date of 31 July 2010. Morgan is released from custody on 14 August 2010 and the waiting period is completed on 30 October 2010. The effect date for the commencement incentive is calculated to be 30 January 2011.</p>
<b>4. Eligibility for Living Away From Home Allowance</b>	Custodial Australian Apprentices may be eligible for Living Away From Home Allowance.
<b>5. Eligibility for Additional Identified Skills Shortage payments</b>	Custodial Australian Apprentices may be eligible for the Additional Identified Skills Shortage Apprentice Commencement payment and the Additional Identified Skills Shortage Apprentice Completion payment.
<b>6. Assistance for Australian Apprentices with Disability</b>	Custodial Australian Apprentices may be eligible for Assistance for Australian Apprentices with Disability.

## E. Nominated Equity Groups

<b>1. Overview</b>	The Program provides a pathway for Australians to contribute to the Australian economy. Support is available for Australian Apprentices in Nominated Equity Groups who are undertaking a Certificate II qualification.
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<p><b>2. Nominated Equity Groups</b></p>	<p>Nominated Equity Groups are defined as follows:</p> <p><b>Indigenous Australians</b></p> <p>An Australian Apprentice is considered to be part of the Indigenous Australians Nominated Equity Group if they have declared that they are of Aboriginal or Torres Strait Islander origin on the Apprenticeship/Traineeship Training Contract (Question 14) that is in place at the claim effect date.</p> <p><b>Australian Apprentices with disability</b></p> <p>An Australian Apprentice is considered to be part of the Australian Apprentices with disability Nominated Equity Group if they have declared that they have a disability, impairment or long-term condition on the Apprenticeship/Traineeship Training Contract (Question 17) in place at the claim effect date.</p> <p><b>School-based Australian Apprentices</b></p> <p>An Australian Apprentice is considered to be part of the School-based Australian Apprentices Nominated Equity Group if they are undertaking an Australian School-based Apprenticeship that has been endorsed by the School Principal or equivalent, and are enrolled as a secondary student under the relevant State or Territory Education Act as declared on the Apprenticeship/Traineeship Training Contract (Question 19) that is in place at the claim effect date.</p> <p><b>Mature aged Australian Apprentices</b></p> <p>An Australian Apprentice is considered to be part of the mature aged Australian Apprentice Nominated Equity Group if they are aged 45 years or over at the time of commencement.</p> <p><b>Australian Apprentices working in a rural or regional area</b></p> <p>An Australian Apprentice is considered to be part of the Australian Apprentices working in a rural or regional area Nominated Equity Group if they are undertaking an Australian Apprenticeship in a rural or regional workplace that is listed in <i>Appendix D – Eligible Rural and Regional Postcode List</i>.</p> <p><b>Job seekers with severe barriers to employment</b></p>
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	<p>An Australian Apprentice is considered to be part of the job seekers with severe barriers to employment Nominated Equity Group if they are an Employment Provider Stream B or Stream C client immediately prior to commencing the Australian Apprenticeship as identified on the Australian Apprenticeship Sign-Up Form.</p>
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## V. Employer Incentives

### A. Payments Available at Commencement

#### 1. Commencement Incentive

<b>1. Overview</b>	The Program aims to encourage employers to offer Australian Apprenticeships that provide skills-based training opportunities that will lead to the enhancement of the skilled workforce available within the Australian economy.
<b>2. Rate</b>	The Commencement Incentive is paid at: <ul style="list-style-type: none"><li>• \$1,250 for Australian Apprenticeships leading to a Certificate II qualification; or</li><li>• \$1,500 for Australian Apprenticeships leading to a Certificate III, IV, Diploma or Advanced Diploma qualification.</li></ul>
<b>3. Eligibility criteria</b>	For an employer to be eligible for a Commencement Incentive: <ul style="list-style-type: none"><li>• the following eligibility criteria from Section III Primary Eligibility must be met:<ul style="list-style-type: none"><li>○ Employment and Training Arrangements; and</li><li>○ Citizenship Status; and</li><li>○ Existing Worker; and</li><li>○ Previous and Concurrent Qualifications; and</li><li>○ Waiting Period; and</li><li>○ Time Limits; and</li></ul></li><li>• the Training Contract must be formally approved by the STA; and</li><li>• the Australian Apprentice must be employed by the employer as an Australian Apprentice at the effect date.</li></ul> <p>Where an Australian Apprentice commences a Certificate II qualification, the Australian Apprentice must be deemed to be a part of a Nominated Equity Group.</p>

<p><b>4. Additional criteria for Diploma and Advanced Diploma Australian Apprenticeships</b></p>	<p>Diploma and Advanced Diploma Australian Apprenticeships will only attract a Commencement Incentive where the qualification leads to a Priority Occupation.</p>
<p><b>5. Additional criteria for part-time Australian Apprenticeships</b></p>	<p>Part-time Australian Apprenticeships will only attract a Commencement Incentive where:</p> <ul style="list-style-type: none"> <li>• the Australian Apprenticeship is being undertaken as an Australian School-Based Apprenticeship; or</li> <li>• the qualification being undertaken is at the Certificate II level and the Australian Apprentice is deemed to be a part of a Nominated Equity Group; or</li> <li>• the qualification being undertaken is at the Certificate III or IV level and leads to an occupation listed on the NSNL; or</li> <li>• the qualification being undertaken is at the Diploma or Advanced Diploma level and leads to a Priority Occupation.</li> </ul>
<p><b>6. Additional criteria for existing workers</b></p>	<p>Existing worker Australian Apprentices will only attract a Commencement Incentive where the qualification being undertaken is at the Certificate III or IV level and leads to an occupation listed on the NSNL.</p>
<p><b>7. Commencement Incentive payable upon Recommencement</b></p>	<p>Where the Australian Apprentice did not complete the first six months of the Australian Apprenticeship with their first employer, their second employer may be eligible to attract the Commencement Incentive.</p>
<p><b>8. Effect date</b></p>	<p>The effect date is six months from the date of commencement.</p> <p>Where there is a recommencement and the second employer is eligible to attract the Commencement Incentive, the effect date is six months from the date of recommencement.</p> <p>Where there has been a Change of Ownership or a period of suspension during the first six months, the effect date is calculated to be on the 182nd day of the Australian Apprenticeship.</p>

<b>9. Early successful completions</b>	An Australian Apprentice who successfully completes prior to the effect date will not attract a Commencement Incentive for their employer.
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## 2. Declared Drought Area Commencement Incentive

<b>1. Overview</b>	<p>Prolonged drought in a region has a direct effect on the training and employment opportunities of that region.</p> <p>The Declared Drought Area Commencement Incentive is aimed at offsetting this potential crisis by providing an additional incentive to encourage primary producers who hold an Exceptional Circumstances Certificate to continue to offer skill development and employment opportunities in a declared drought region.</p>
<b>2. Rate</b>	The Declared Drought Area Commencement Incentive is \$1,500.
<b>3. Eligibility criteria</b>	<p>For an employer to be eligible for a Declared Drought Area Commencement Incentive, the Australian Apprentice must:</p> <ul style="list-style-type: none"> <li>• be undertaking a Certificate II qualification identified in <i>Appendix A – List of qualifications available as an Australian Apprenticeship</i> as being eligible for the Declared Drought Area payments; and</li> <li>• commence their Australian Apprenticeship during the valid time period specified on the Exceptional Circumstances Certificate or within the three months immediately prior to the start of the valid period; and</li> <li>• not have previously attracted the Declared Drought Area Commencement Incentive; and</li> <li>• be hosted to an employer who holds a current Exceptional Circumstances Certificate if employed by a GTO; and</li> <li>• meet the following eligibility criteria from Section III Primary Eligibility: <ul style="list-style-type: none"> <li>○ Employment and Training Arrangements; and</li> <li>○ Citizenship Status; and</li> <li>○ Existing Worker; and</li> <li>○ Previous and Concurrent Qualifications; and</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Waiting Period; and</li> <li>○ Time Limits; and</li> <li>● be employed by the employer as an Australian Apprentice at the effect date; and</li> <li>● be deemed to be a part of a Nominated Equity Group.</li> </ul>
<b>4. Australian Apprentices employed by a GTO</b>	Where an Australian Apprentice is employed by a GTO, the GTO must pass on the Declared Drought Area Commencement Incentive to the host employer.
<b>5. Effect date</b>	<p>The effect date is six months from the date of commencement.</p> <p>Where there is a recommencement prior to the six month point of the Australian Apprenticeship, the second employer may be eligible to attract the Declared Drought Area Commencement Incentive. In this instance, the effect date will be six months from the date of recommencement.</p> <p>Where there has been a Change of Ownership or a period of suspension during the first six months, the effect date is calculated to be on the 182nd day of the Australian Apprenticeship.</p>

### 3. Rural and Regional Skills Shortage Incentive

<b>1. Overview</b>	The Government provides the Rural and Regional Skills Shortage Incentive to boost training in rural and regional Australia. This incentive is available to rural and regional employers who employ an Australian Apprentice who is undertaking a Certificate III or IV qualification that leads to an occupation on the NSNL.
<b>2. Rate</b>	The Rural and Regional Skills Shortage Incentive is \$1,000.
<b>3. Eligibility criteria</b>	<p>For an employer to be eligible for a Rural and Regional Skills Shortage Incentive, the Australian Apprentice must:</p> <ul style="list-style-type: none"> <li>● be undertaking a Certificate III or IV level qualification that leads to an occupation listed on the NSNL at the date of commencement; and</li> </ul>

	<ul style="list-style-type: none"> <li>• be undertaking the Australian Apprenticeship at a rural and regional workplace as listed in <i>Appendix D – Eligible Rural and Regional Postcode List</i> (for GTO's the host employers workplace address must be in a rural and regional area) as at the date of commencement or recommencement; and</li> <li>• meet the following eligibility criteria from Section III Primary Eligibility: <ul style="list-style-type: none"> <li>○ A. Employment and Training Arrangements; and</li> <li>○ B. Citizenship Status; and</li> <li>○ C. Existing Worker; and</li> <li>○ D. Previous and Concurrent Qualifications; and</li> <li>○ E. Waiting Period; and</li> <li>○ F. Time Limits; and</li> </ul> </li> <li>• have been employed by the employer as an Australian Apprentice at the effect date; and</li> <li>• the Training Contract must be formally approved by the STA.</li> </ul>
<p><b>4. Effect date</b></p>	<p>The effect date is six months from the date of commencement.</p> <p>Where there is a recommencement prior to the six month point of the Australian Apprenticeship, the second employer may be eligible to attract the Rural and Regional Skills Shortage Incentive. In this instance, the effect date will be six months from the date of recommencement.</p> <p>Where there has been a Change of Ownership or a period of suspension during the first six months, the effect date is calculated to be on the 182nd day of the Australian Apprenticeship.</p>

#### 4. Mature Aged Worker Commencement Incentive

<p><b>1. Overview</b></p>	<p>Some mature aged workers face particular barriers to employment and training. The Mature Aged Worker Commencement Incentive is provided to employers who employ mature aged workers who are experiencing disadvantage.</p>
<p><b>2. Rate</b></p>	<p>The Mature Aged Worker Commencement Incentive is \$750.</p>

<p><b>3. Eligibility criteria</b></p>	<p>For an employer to be eligible for a Mature Aged Worker Commencement Incentive, the Australian Apprentice must:</p> <ul style="list-style-type: none"> <li>• be aged 45 or over at the date of commencement; and</li> <li>• meet the following eligibility criteria from Section III Primary Eligibility: <ul style="list-style-type: none"> <li>○ A. Employment and Training Arrangements; and</li> <li>○ B. Citizenship Status; and</li> <li>○ C. Existing Worker; and</li> <li>○ D. Previous and Concurrent Qualifications; and</li> <li>○ E. Waiting Period; and</li> <li>○ F. Time Limits; and</li> </ul> </li> <li>• have not previously been eligible for the Mature Aged Worker Commencement Incentive; and</li> <li>• where a previous or concurrent qualification results in the Australian Apprenticeship only attracting post commencement incentives, the Mature Aged Worker Commencement Incentive will be payable where the Australian Apprentice: <ul style="list-style-type: none"> <li>○ has undertaken an Australian Apprenticeship at the Certificate II level which was eligible to attract the Commencement Incentive, and is now undertaking a Certificate III or IV, Diploma or Advanced Diploma Australian Apprenticeship; or</li> <li>○ has attained a Certificate II qualification through a pathway other than an Australian Apprenticeship and the Certificate III, IV, Diploma or Advanced Diploma Australian Apprenticeship is relevant to the qualification held; and</li> </ul> </li> <li>• meets one of the following criteria: <ul style="list-style-type: none"> <li>○ is in receipt of one or more of the following Centrelink or Department of Veterans' Affairs (DVA) income support payments for the entire three month calendar period immediately prior to the date of commencement of the Australian Apprenticeship: <p><b>Centrelink payments</b></p> <p>Carer Payment; or</p> <p>CDEP Supplementary Payment; or</p> <p>Age Pension; or</p> </li> </ul> </li> </ul>
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	<p>Disability Support Pension; or</p> <p>Mature Age Allowance; or</p> <p>Newstart Allowance; or</p> <p>Parenting Payment; or</p> <p>Partner Allowance; or</p> <p>Special Benefit; or</p> <p>Special Needs Pension; or</p> <p>Widow Allowance; or</p> <p>Widow B Pension; or</p> <p>Wife Pension; or</p> <p><b>DVA payments</b></p> <p>War/Defence Widow/er Pension; or</p> <p>DVA Income Support Supplement (ISS); or</p> <p>Service Pension; or</p> <p>Income Support Supplement; or</p> <ul style="list-style-type: none"> <li>○ not be in paid employment at any time during the three years immediately prior to the commencement of the Australian Apprenticeship; or</li> <li>○ be a Stream B or Stream C client with an Employment Provider immediately prior to the commencement of the Australian Apprenticeship; or</li> <li>○ have been made redundant within the year immediately prior to the date of commencement of the Australian Apprenticeship; and</li> <li>● have had the Training Contract approved by the STA; and</li> <li>● have been employed by the employer as an Australian Apprentice at the effect date.</li> </ul>
<p><b>4. Effect date</b></p>	<p>The effect date is six months from the date of commencement.</p> <p>Where there is a recommencement prior to the six month point of the Australian Apprenticeship, the second employer may be eligible to attract the Mature Aged Worker Commencement Incentive. In this</p>

	<p>instance, the effect date will be six months from the date of recommencement.</p> <p>Where there has been a Change of Ownership or a period of suspension during the first six months, the effect date is calculated to be on the 182nd day of the Australian Apprenticeship.</p>
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## 5. Australian School-based Apprenticeship Commencement Incentive

<b>1. Overview</b>	<p>It is the intention of the Australian Government that the Program supports secondary school students' participation in Australian School-based Apprenticeships. This payment provides an additional incentive to employers to take on an Australian Apprentice in a qualification endorsed by the school.</p>
<b>2. Rate</b>	<p>The Australian School-based Apprenticeship Commencement Incentive is \$750.</p>
<b>3. Eligibility criteria</b>	<p>For an employer to be eligible for an Australian School-based Apprenticeship Commencement Incentive, the Australian Apprentice must:</p> <ul style="list-style-type: none"> <li>• be enrolled as a secondary student under the relevant State or Territory Education Act; and</li> <li>• be undertaking an Australian School-based Apprenticeship at the Certificate II, III, IV, Diploma or Advanced Diploma level that has been endorsed by the School Principal, or equivalent for non-secondary school education providers, as an integral part of the school program; and</li> <li>• complete the full first three months of the endorsed Australian School-based Apprenticeship; and</li> <li>• meet the following eligibility criteria from Section III Primary Eligibility: <ul style="list-style-type: none"> <li>○ A. Employment and Training Arrangements; and</li> <li>○ B. Citizenship Status; and</li> <li>○ C. Existing Worker; and</li> <li>○ D. Previous and Concurrent Qualifications; and</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ E. Waiting Period; and</li> <li>○ F. Time Limits; and</li> <li>● be employed by the employer as an Australian Apprentice at the effect date; and</li> <li>● the Training Contract must be formally approved by the STA.</li> </ul>
<b>4. Circumstances where an Australian Apprentice may attract more than one Australian School-based Apprenticeship Commencement Incentive</b>	<p>An Australian School-based Apprentice may attract a second Australian School-based Apprenticeship Commencement incentive if:</p> <ul style="list-style-type: none"> <li>● they attracted a Commencement incentive for a Certificate II Australian Apprenticeship; and</li> <li>● they commence an Australian School-based Apprenticeship in a different Occupational Outcome; and</li> <li>● the current Australian School-based Apprenticeship is with a different employer.</li> </ul>
<b>5. Effect date</b>	<p>The effect date is six months from the date of commencement.</p> <p>Where there is a recommencement prior to the six month point of the Australian Apprenticeship, the second employer may be eligible to attract the Australian School-based Apprenticeship Commencement Incentive. In this instance, the effect date will be six months from the date of recommencement.</p> <p>Where there has been a Change of Ownership or a period of suspension during the first six months, the effect date is calculated to be on the 182nd day of the Australian Apprenticeship.</p>

## **6. Additional Identified Skills Shortage Commencement Incentive**

<b>1. Overview</b>	<p>The Additional Identified Skills Shortage Commencement Incentive aims to support Australian Apprenticeships in occupations experiencing national skill shortages and encourage participation in apprenticeships, particularly new workers, school leavers and young people.</p>
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<p><b>2. Rate</b></p>	<p>The Additional Identified Skills Shortage Commencement Incentive is \$2,000.</p>
<p><b>3. Eligibility Criteria</b></p>	<p>For an employer to be eligible for the Additional Identified Skills Shortage Commencement Incentive, the Australian Apprentice must:</p> <ul style="list-style-type: none"> <li>• be undertaking a full-time or part-time Certificate III or IV qualification that leads to an occupation listed on the Additional Identified Skills Shortage List at the date of commencement; and</li> <li>• meet the following eligibility criteria from <i>Section III Primary Eligibility</i>: <ul style="list-style-type: none"> <li>○ A. Employment and Training Arrangements; and</li> <li>○ B. Citizenship Status; and</li> <li>○ C. Existing Worker; and</li> <li>○ D. Previous and Concurrent Qualifications; and</li> <li>○ E. Waiting Period; and</li> <li>○ F. Time Limits; and</li> </ul> </li> <li>• the Training Contract must be formally approved by the STA; and</li> <li>• the Australian Apprentice must be employed by the employer as an Australian Apprentice at the effect date.</li> </ul> <p>In addition, for an employer to be eligible for the Additional Identified Skills Shortage Commencement Incentive, employing the Australian Apprentice must be considered additional to the employer’s usual practice, as outlined in <i>Section V.A.6.4 Additionality criteria</i>.</p>
<p><b>4. Additionality criteria</b></p>	<p>The additionality criteria considers Australian Apprenticeship commencements and numbers of Australian Apprentices in-training to target the Additional Identified Skills Shortage Commencement Incentive to additional Australian Apprenticeships commencements.</p> <p>The additionality test is performed for each Australian Apprenticeship at the date of commencement of the Australian Apprenticeship. Where more than one Australian Apprentice commences on the same day with the same employer, the additionality test is to be applied successively to each Australian Apprenticeship.</p> <p>An Australian Apprenticeship will attract the Additional Identified Skills Shortage Commencement Incentive where the following formula equates to a number higher than zero:</p>

	<p>a) The number of in-training Australian Apprentices employed by the employer (including the new Australian Apprentice) undertaking any of the occupations on the Additional Identified Skills Shortage List</p> <p style="text-align: center;">MINUS</p> <p>b) The number of in-training Australian Apprentices employed by the employer undertaking any of the occupations on the Additional Identified Skills Shortage List as at 30 June 2018</p> <p style="text-align: center;">MINUS</p> <p>c) The number of in-training Australian Apprentices employed by the employer who have been assessed as eligible for the Additional Identified Skills Shortage Commencement Incentive</p> <p style="text-align: center;">MINUS</p> <p>d) The number of in-training Australian Apprentices employed by the employer, undertaking any of the occupations on the Additional Identified Skills Shortage List, where the expected end date for the Australian Apprenticeship is within three months from the date of commencement of the Australian Apprenticeship being considered</p> <p>The number of in-training Australian Apprentices in a), b) and d), includes all Australian Apprentices employed by the employer that are undertaking a Certificate III or IV qualification that leads to any of the occupations on the Additional Identified Skills Shortage List, including full-time, part-time, new worker and existing worker Australian Apprentices.</p> <p>The number of in-training Australian Apprentices at the date of commencement and at 30 June 2018, excludes any Australian Apprenticeships that are completed, suspended, cancelled or withdrawn.</p>
<p><b>5. Additionality criteria - examples</b></p>	<p><b>Example 1</b></p> <p>Employer ABC Pty Ltd had one Australian Apprentice in training and commenced three new worker Australian Apprentices on 6 July 2019. All Australian Apprentices are undertaking a Certificate IV in Automotive Body Repair Technology leading to the occupation of Vehicle Painter.</p>

As at 30 June 2018, ABC Pty Ltd employed one Australian Apprentice undertaking a Certificate IV in Automotive Body Repair Technology leading to the occupation of Vehicle Painter.

	<b>Apprentice 1</b>	<b>Apprentice 2</b>	<b>Apprentice 3</b>
a)	2	3	4
b)	1	1	1
c)	0	1	2
d)	0	0	0
<b>Total</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Additional</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>

The three new Australian Apprentices that commenced on 6 July 2019 are all considered additional to the employer's usual practice and will be eligible to attract the Additional Identified Skills Shortage Commencement Incentive.

### **Example 2**

Employer EFG Pty Ltd had two Australian Apprentices in training and commenced three new worker Australian Apprentices on 12 July 2019. All Australian Apprentices are undertaking a Certificate III in Arboriculture leading to the occupation of Arborist.

As at 30 June 2018, EFG Pty Ltd employed three Australian Apprentices undertaking a Certificate III in Arboriculture leading to the occupation of Arborist.

	<b>Apprentice 1</b>	<b>Apprentice 2</b>	<b>Apprentice 3</b>
a)	3	4	5
b)	3	3	3
c)	0	0	1
d)	0	0	0

<b>Total</b>	<b>0</b>	<b>1</b>	<b>1</b>
<b>Additional</b>	<b>No</b>	<b>Yes</b>	<b>Yes</b>

Of the three new Australian Apprentices that commenced on 12 July 2019, only two are considered additional to the employer’s usual practice and will be eligible to attract the Additional Identified Skills Shortage Commencement Incentive.

**Example 3**

As at 2 July 2019, employer HIJ Pty Ltd employed one Australian Apprentice undertaking a Certificate III in Baking leading to the occupation of Baker. This Australian Apprentice has an expected end date for the Australian Apprenticeship of 19 September 2019.

HIJ Pty Ltd commenced one new worker Australian Apprentice on 2 July 2019. The Australian Apprentice is undertaking a Certificate III in Baking leading to the occupation of Baker.

As at 30 June 2018, HIG Pty Ltd employed one Australian Apprentice undertaking Certificate III in Baking leading to the occupation of Baker.

	<b>Apprentice 1</b>
a)	2
b)	1
c)	0
d)	1
<b>Total</b>	<b>0</b>
<b>Additional</b>	<b>No</b>

The Australian Apprentice that commenced on 2 July 2019 is not considered additional to the employer’s usual practice and will not be eligible to attract the Additional Identified Skills Shortage Commencement Incentive.

HIJ Pty Ltd commenced another Australian Apprentice on 3 August 2019. The Australian Apprentice is undertaking a Certificate III in Retail Baking leading to the occupation of Pastrycook.

	<b>Apprentice 2</b>
a)	3
b)	1
c)	0
d)	1
<b>Total</b>	<b>1</b>
<b>Additional</b>	<b>Yes</b>

The Australian Apprentice that commenced on 3 August 2019 is considered additional to the employer's usual practice and will be eligible to attract the Additional Identified Skills Shortage Commencement Incentive.

The Australian Apprentice that commenced on 2 July 2019 cancelled the Australian Apprenticeship on 17 August 2019. HIJ Pty Ltd commenced one new worker Australian Apprentice on 3 September 2019. The Australian Apprentice is undertaking a Certificate III in Baking leading to the occupation of Baker.

	<b>Apprentice 3</b>
a)	3
b)	1
c)	1
d)	1
<b>Total</b>	<b>0</b>
<b>Additional</b>	<b>No</b>

	<p>The Australian Apprentice that commenced on 3 September 2019 is not considered additional to the employer’s usual practice and will not be eligible to attract the Additional Identified Skills Shortage Commencement Incentive.</p>
<p><b>6. Group Training Organisations</b></p>	<p>Group Training Organisations will be eligible for the Additional Identified Skills Shortage Commencement Incentive where the Australian Apprentice’s host employer at the date of commencement, meets the eligibility criteria in <i>Section V.A.6.3 Eligibility criteria</i> and <i>Section V.A.6.4 Additionality criteria</i>.</p> <p>Information about the host employer at the date of commencement is provided at question 35 of the Apprenticeship/Traineeship Training Contract.</p> <p>The Group Training Organisation must pass on the Additional Identified Skills Shortage Commencement Incentive to the host employer.</p> <p>Where the Australian Apprentice is no longer hosted to the host employer identified on the Apprenticeship/Traineeship Training Contract, the Australian Apprentice will not attract the Additional Identified Skills Shortage Commencement Incentive for the Group Training Organisation.</p>
<p><b>7. Early successful completions</b></p>	<p>An Australian Apprentice who successfully completes prior to the effect date will not attract the Additional Identified Skills Shortage Commencement Incentive for their employer.</p>
<p><b>8. Cancellations</b></p>	<p>Where the Australian Apprentice cancels their Australian Apprenticeship, and subsequently recommences with the same, or a different employer, the employer, or second employer will not be eligible to attract the Additional Identified Skills Shortage Commencement Incentive.</p>
<p><b>9. Suspensions</b></p>	<p>Where the Australian Apprentice suspends their Australian Apprenticeship, and subsequently returns to the same employer, the employer will be eligible for the Additional Identified Skills Shortage Commencement Incentive where there was a period of less than six months between the date of suspension and the date of recommencement.</p>

	<p>Where the Australian Apprentice is employed by a Group Training Organisation and suspends their Australian Apprenticeship, and subsequently returns to the same host employer, the employer will be eligible for the Additional Identified Skills Shortage Commencement Incentive where there was a period of less than six months between the date of suspension and the date of recommencement.</p> <p>Where the Australian Apprentice suspends their Australian Apprenticeship, and subsequently returns to the same employer, the employer will not be eligible for the Additional Identified Skills Shortage Commencement Incentive where six months or more has lapsed between the date of suspension and the date of recommencement.</p>
<b>10. Effect date</b>	<p>The effect date is twelve months from the date of commencement (for both eligible full-time and part-time Australian Apprenticeships).</p> <p>Where there has been a Change of Ownership or a period of suspension during the first twelve months, the effect date is calculated to be on the 365<sup>th</sup> day of the Australian Apprenticeship.</p>

## **B. Payments Available for Retention**

### **1. Australian School-based Apprenticeship Retention Incentive**

<b>1. Overview</b>	<p>The aim of this policy is to support employers who provide ongoing employment opportunities for Australian School-based Apprentices, thereby assisting young people in making the transition from school to work.</p> <p>The Australian Government will provide an incentive for an employer who continues to employ an Australian School-based Apprentice after the student has completed secondary school, to provide the opportunity to successfully complete the Australian Apprenticeship, or provide ongoing employment for the young person.</p>
<b>2. Rate</b>	<p>The Australian School-based Apprenticeship Retention Incentive is \$750.</p>

<p><b>3. Eligibility criteria</b></p>	<p>For an employer to be eligible for an Australian School-based Apprenticeship Retention Incentive, the Australian Apprentice must have:</p> <ul style="list-style-type: none"> <li>• completed at least three calendar months of the endorsed Australian School-based Apprenticeship before completing secondary school; and</li> <li>• been eligible to attract the Australian School-based Apprenticeship Commencement Incentive; and</li> <li>• finished study at a secondary school, regardless of the level of success; and</li> <li>• not attracted the Australian School-based Apprenticeship Retention Incentive for this Australian Apprenticeship; and</li> <li>• been employed for 12 consecutive weeks and commencement of that employment occurred during the period 1 December to 30 June following the completion of secondary school, in one of the following situations: <ul style="list-style-type: none"> <li>○ the same employer continues to employ the former Australian School-based Apprentice in the same or a different Australian Apprenticeship; or</li> <li>○ a different employer employs the former Australian Apprentice in the same or a different Australian Apprenticeship. The new employer must meet the eligibility criteria from <i>Section III Primary Eligibility</i>; or</li> <li>○ the former Australian School-based Apprentice is employed for a minimum of 15 hours per week in a paid and lawful employment arrangement, other than an Australian Apprenticeship, with the same employer with whom they undertook their Australian School-based Apprenticeship.</li> </ul> </li> </ul>
<p><b>4. Australian School-based Apprentices employed by GTOs</b></p>	<p>Where the employment for the Australian School-based Apprenticeship was through a GTO, 'same employer' includes a former host employer.</p>
<p><b>5. Effect date</b></p>	<p>The effect date is at the conclusion of the 12 week period of employment.</p>

## C. Payments Available at Recommencement

### 1. Recommencement Incentive

<b>1. Overview</b>	<p>The Government wishes to encourage employers to provide opportunities for out-of-trade, unemployed and transferring Australian Apprentices undertaking Certificate III, IV, Diploma or Advanced Diploma qualifications to complete their training.</p>
<b>2. Rate</b>	<p>The Recommencement Incentive is \$750.</p>
<b>3. Eligibility criteria</b>	<p>For an employer to be eligible for a Recommencement Incentive:</p> <ul style="list-style-type: none"> <li>• the Australian Apprentice must have recommenced a Certificate III, IV, Diploma or Advanced Diploma level Australian Apprenticeship (as defined in <i>Section II.B Determining Commencement or Recommencement for AAIP purposes</i>); and</li> <li>• the following eligibility criteria from Section III Primary Eligibility must be met: <ul style="list-style-type: none"> <li>○ A. Employment and Training Arrangements; and</li> <li>○ B. Citizenship Status; and</li> <li>○ C. Existing Worker; and</li> <li>○ D. Previous and Concurrent Qualifications; and</li> <li>○ E. Waiting Period; and</li> <li>○ F. Time Limits; and</li> </ul> </li> <li>• the STA must approve: <ul style="list-style-type: none"> <li>○ the termination, suspension or cancellation of the previous Training Contract; and</li> <li>○ the registration of the new or transferred Training Contract with the new employer; and</li> </ul> </li> <li>• the Australian Apprentice must have been employed by the employer as an Australian Apprentice at the effect date.</li> </ul>
<b>4. Additional criteria for Diploma and Advanced Diploma</b>	<p>Diploma and Advanced Diploma Australian Apprenticeships will only attract a Recommencement Incentive where the qualification leads to a Priority Occupation.</p>

<b>Australian Apprenticeships</b>	
<b>5. Additional criteria for part-time Australian Apprenticeships</b>	<p>Part-time Australian Apprenticeships will only attract a Recommencement incentive where:</p> <ul style="list-style-type: none"> <li>• the qualification being undertaken is at the Certificate III or IV level and leads to an occupation listed on the NSNL; or</li> <li>• the Australian Apprenticeship is being undertaken as an Australian School-Based Apprenticeship; or</li> <li>• the qualification being undertaken is at the Diploma or Advanced Diploma level and leads to a Priority Occupation.</li> </ul>
<b>6. Additional criteria for Existing Workers</b>	<p>Existing workers who recommence in an Australian Apprenticeship will only be eligible for the Recommencement Incentive where the qualification being undertaken is at the Certificate III or IV level and leads to an occupation listed on the NSNL.</p>
<b>7. Maximum number of Recommencement Incentives</b>	<p>As there is no limit to the number of times an Australian Apprentice can recommence their Australian Apprenticeship, there is no limit to the number of times an Australian Apprentice may attract a Recommencement Incentive for their employer.</p>
<b>8. Effect date</b>	<p>The effect date is three months from the date of recommencement.</p> <p>Where there has been a Change of Ownership or a period of suspension during the first three months, the effect date is calculated to be on the 91st day from the date of recommencement.</p>

## D. Payments Available at Completion

### 1. Completion Incentive

<b>1. Overview</b>	<p>The Government wishes to encourage employers to retain an Australian Apprentice to the point where they successfully complete their Australian Apprenticeship.</p>
<b>2. Rates</b>	<p>The Completion Incentive is paid at:</p> <p><b>New workers:</b></p>

	<ul style="list-style-type: none"> <li>• \$2,500 for Australian Apprenticeships leading to a Certificate III, IV, Diploma or Advanced Diploma qualification.</li> </ul> <p><b>Existing workers:</b></p> <ul style="list-style-type: none"> <li>• \$2,500 for Australian Apprenticeships leading to a Certificate III or IV qualification in an occupation listed on the NSNL.</li> <li>• \$3,000 for Australian Apprenticeships leading to a Certificate III, IV, Diploma or Advanced Diploma qualification in a Priority Occupation.</li> </ul> <p><b>Part-time workers:</b></p> <ul style="list-style-type: none"> <li>• \$1,500 for Australian Apprenticeships leading to a Certificate III or IV qualification.</li> </ul>
<p><b>3. Eligibility criteria</b></p>	<p>For an employer to be eligible for a Completion Incentive the Australian Apprentice must:</p> <ul style="list-style-type: none"> <li>• successfully complete a Certificate III, IV, Diploma or Advanced Diploma Australian Apprenticeship; and</li> <li>• meet the following eligibility criteria from Section III Primary Eligibility: <ul style="list-style-type: none"> <li>○ A. Employment and Training Arrangements; and</li> <li>○ B. Citizenship Status; and</li> <li>○ C. Existing Worker; and</li> <li>○ D. Previous and Concurrent Qualifications; and</li> <li>○ E. Waiting Period; and</li> <li>○ F. Time Limits; and</li> </ul> </li> <li>• have been employed as an Australian Apprentice by the employer for at least three months at the date of successful completion; and</li> <li>• have been employed as an Australian Apprentice at the date of successful completion.</li> </ul>
<p><b>4. Additional criteria for Diploma and Advanced Diploma</b></p>	<p>Diploma and Advanced Diploma Australian Apprenticeships will only attract a Completion Incentive where the qualification leads to a Priority Occupation.</p>

<b>Australian Apprenticeships</b>	
<b>5. Additional criteria for part-time Australian Apprenticeships</b>	<p>Part-time Australian Apprenticeships may attract the relevant ‘new worker’ or ‘existing worker’ Completion Incentive payment rate where:</p> <ul style="list-style-type: none"> <li>• the qualification being undertaken is at the Certificate III or IV level and leads to an occupation listed on the NSNL; or</li> <li>• the Australian Apprenticeship is being undertaken as an Australian School-Based Apprenticeship; or</li> <li>• the qualification being undertaken is at the Diploma or Advanced Diploma level and leads to a Priority Occupation.</li> </ul> <p>Part-time Australian Apprenticeships at the Certificate III or IV level which do not meet the rules above may attract the ‘part-time’ workers Completion Incentive rate.</p>
<b>6. Additional criteria for existing workers</b>	<p>Existing worker Australian Apprenticeships will only be eligible to attract a Completion Incentive where the qualification being undertaken is at the:</p> <ul style="list-style-type: none"> <li>• Certificate III or IV level and leads to an occupation on the NSNL; or</li> <li>• Certificate III, IV, Diploma or Advanced Diploma level and leads to a Priority Occupation.</li> </ul>
<b>7. Effect date</b>	The effect date is the date of successful completion.

## 2. Declared Drought Area Completion Incentive

<b>1. Overview</b>	<p>Prolonged drought in a region has a direct effect on the training and employment opportunities of that region.</p> <p>The Declared Drought Area Completion Incentive is aimed at offsetting this potential crisis by providing an additional incentive to primary producers who hold an Exceptional Circumstances Certificate to encourage them to continue to offer skill development and employment opportunities in a declared drought region.</p>
<b>2. Rate</b>	The Declared Drought Area Completion Incentive is \$1,500.

<b>3. Eligibility criteria</b>	For an employer to be eligible for a Declared Drought Area Completion Incentive, the Australian Apprentice must have successfully completed the Certificate II for which they attracted the Declared Drought Commencement Incentive.
<b>4. Australian Apprentices employed by a GTO</b>	Where an Australian Apprentice is employed by a GTO, the GTO must pass on the additional Declared Drought Area Completion Incentive to the host employer at the time of completion.
<b>5. Effect date</b>	The effect date is the date of successful completion.

### 3. Mature Aged Worker Completion Incentive

<b>1. Overview</b>	Some mature aged workers face particular barriers to employment and training. The Mature Aged Worker Completion Incentive aims to encourage employers to employ mature aged workers.
<b>2. Rate</b>	The Mature Aged Worker Completion Incentive is \$750.
<b>3. Eligibility criteria</b>	For an employer to be eligible for a Mature Aged Worker Completion Incentive, the Australian Apprentice must have successfully completed the Australian Apprenticeship for which they attracted the Mature Aged Worker Commencement Incentive.
<b>4. Effect date</b>	The effect date is the date of successful completion.

### 4. GTO Certificate II Completion Incentive

<b>1. Overview</b>	Many people who are disadvantaged in the labour market are unable to compete for Australian Apprenticeships at higher Certificate levels and rely on completing a qualification at the Certificate II level to improve their labour market prospects. GTOs play an important role in supporting Australian Apprentices from disadvantaged backgrounds and those that are not well supported in the labour market generally.
<b>2. Rate</b>	The GTO Certificate II Completion Incentive is \$1,000.

<b>3. Eligibility criteria</b>	<p>For a GTO to be eligible for a <i>GTO Certificate II Completion Incentive</i>, the Australian Apprentice must:</p> <ul style="list-style-type: none"> <li>• have successfully completed a Certificate II Australian Apprenticeship; and</li> <li>• meet the following eligibility criteria from Section III Primary Eligibility: <ul style="list-style-type: none"> <li>○ A. Employment and Training Arrangements; and</li> <li>○ B. Citizenship Status; and</li> <li>○ C. Existing Worker; and</li> <li>○ D. Previous and Concurrent Qualifications; and</li> <li>○ E. Waiting Period; and</li> <li>○ F. Time Limits; and</li> </ul> </li> <li>• have been eligible to attract the Commencement Incentive for this Australian Apprenticeship; and</li> <li>• have been hired out to a host employer at the time of the successful completion; and</li> <li>• have been employed by a GTO on the Group Training National Register; and</li> <li>• have not previously attracted the GTO Certificate II Completion Incentive; and</li> <li>• be deemed part of a Nominated Equity Group.</li> </ul>
<b>4. Effect date</b>	<p>The effect date is the date of successful completion.</p>

### 5. Additional Identified Skills Shortage Completion Incentive

<b>1. Overview</b>	<p>The Additional Identified Skills Shortage Completion Incentive aims to support Australian Apprenticeships in occupations experiencing national skill shortages and encourage participation in apprenticeships, particularly new workers, school leavers and young people.</p>
<b>2. Rate</b>	<p>The Additional Identified Skills Shortage Completion Incentive is \$2,000.</p>

<p><b>3. Eligibility criteria</b></p>	<p>For an employer to be eligible for the Additional Identified Skills Shortage Completion Incentive, the Australian Apprentice must have:</p> <ul style="list-style-type: none"> <li>• successfully completed the Australian Apprenticeship for which they attracted the Additional Identified Skills Shortage Commencement Incentive; and</li> <li>• been employed as an Australian Apprentice at the date of successful completion by the same employer for which they attracted the Additional Identified Skills Shortage Commencement Incentive.</li> </ul>
<p><b>4. Group Training Organisations</b></p>	<p>Where an Australian Apprentice is employed by a Group Training Organisation, the Group Training Organisation must pass on the Additional Identified Skills Shortage Completion Incentive to the host employer.</p> <p>Where the Australian Apprentice is no longer hosted to the host employer identified on the Apprenticeship/Traineeship Training Contract, the Australian Apprentice will not attract the Additional Identified Skills Shortage Completion Incentive for the Group Training Organisation.</p>
<p><b>5. Cancellations</b></p>	<p>Where the Australian Apprentice cancels their Australian Apprenticeship, and subsequently recommences with the same, or a different employer, the employer, or second employer will not be eligible to attract the Additional Identified Skills Shortage Completion Incentive.</p>
<p><b>6. Suspensions</b></p>	<p>Where the Australian Apprentice suspends their Australian Apprenticeship, and subsequently returns to the same employer, the employer will be eligible for the Additional Identified Skills Shortage Completion Incentive where there was a period of less than six months between the date of suspension and the date of recommencement.</p> <p>Where the Australian Apprentice is employed by a Group Training Organisation and suspends their Australian Apprenticeship, and subsequently returns to the same host employer, the employer will be eligible for the Additional Identified Skills Shortage Completion Incentive where these was a period of less than six months between the date of suspension and the date of recommencement.</p> <p>Where the Australian Apprentice suspends their Australian Apprenticeship, and subsequently returns to the same employer, the employer will not be eligible for the Additional Identified Skills Shortage</p>

	Completion Incentive where six months or more has lapsed between the date of suspension and the date of recommencement.
<b>7. Effect date</b>	The effect date is the date of successful completion.

## E. Support for Adult Australian Apprentices

<b>1. Overview</b>	Support for Adult Australian Apprentices (SAAA) aims to remove barriers for Adult Australian Apprentices (aged 21 or over) and to encourage up-skilling by adult workers through an Australian Apprenticeship.
<b>2. Rate</b>	The SAAA payment is \$4,000.
<b>3. Eligibility criteria</b>	<p>To be eligible to attract SAAA for their employer, an Australian Apprentice must:</p> <ul style="list-style-type: none"> <li>•</li> <li>• meet the relevant age criteria from <i>Section V.E.4 Age criteria</i>; and</li> <li>• be undertaking a full-time or part-time Certificate III or IV qualification that leads to an occupation listed on the NSNL at the date of commencement or recommencement; and</li> <li>• meet the following eligibility criteria from Section III Primary Eligibility: <ul style="list-style-type: none"> <li>○ A. Employment and Training Arrangements; and</li> <li>○ B. Citizenship Status; and</li> <li>○ D. Previous and Concurrent Qualifications; and</li> <li>○ F. Time Limits; and</li> </ul> </li> <li>• the Training Contract must be formally approved by the STA; and</li> <li>• be employed by the employer as an Australian Apprentice at the effect date; and</li> <li>• be in receipt of an 'actual wage' paid by the employer at the date of commencement or recommencement, which is equal to or greater than the National Minimum Wage.</li> </ul>
<b>4. Age criteria</b>	<b>Commencements prior to 1 July 2019</b>

	<p>To be eligible to attract SAAA for their employer, an Australian Apprentice must be aged 25 or over at the date of commencement.</p> <p><b>Recommencements prior to 1 July 2019</b></p> <p>To be eligible to attract SAAA for their employer following a recommencement, an Australian Apprentice must be aged 25 or over at the date of commencement.</p> <p><b>Commencements on or after 1 July 2019</b></p> <p>To be eligible to attract SAAA for their employer, an Australian Apprentice must be aged 21 or over at the date of commencement.</p> <p><b>Recommencements on or after 1 July 2019</b></p> <p>To be eligible to attract SAAA for their employer following a recommencement, an Australian Apprentice must;</p> <ul style="list-style-type: none"> <li>• be aged 25 or over at the date of commencement, where the commencement date is prior to 1 July 2019; or</li> <li>• be aged 21 or over at the date of commencement, where the commencement date is on or after 1 July 2019.</li> </ul>
<p><b>5. National Minimum Wage</b></p>	<p>The National Minimum Wage is set by the Fair Work Commission.</p> <p>Every year, the Fair Work Commission’s Expert Panel reviews the minimum wages received by employees in the national workplace relations system and publishes the <i>National Minimum Wage Order</i>.</p> <p>Further information about the National Minimum Wage rate can be found on the <a href="#">Fair Work Ombudsman</a> website.</p> <p>Australian Apprentices may be employed under the relevant award for their specific industry or job. Awards define the terms and conditions of employment for a specific industry or job, including minimum wages. The minimum wage articulated in an award can, and generally does, differ to the National Minimum Wage.</p>
<p><b>6. Actual wage</b></p>	<p>‘Actual wage’ is defined as:</p> <ul style="list-style-type: none"> <li>• the ordinary weekly or hourly rate (before tax) and excluding overtime, allowances, penalty rates, leave loading and superannuation.</li> </ul>

<b>7. Specific exclusions from eligibility</b>	<p>An Australian Apprenticeship will not attract SAAA where:</p> <ul style="list-style-type: none"> <li>• the Australian Apprenticeship is being undertaken as an Australian School-Based Apprenticeship; or</li> <li>• the Australian Apprentice is employed by a Commonwealth or State Government department or agency.</li> </ul>
<b>8. Effect date</b>	<p>The effect date is twelve months from the date of commencement or recommencement (for both eligible full-time and part-time Australian Apprenticeships).</p> <p>Where there has been a Change of Ownership or a period of suspension during the first twelve months, the effect date is calculated to be on the 365<sup>th</sup> day of the Australian Apprenticeship.</p> <p>Where there is a recommencement and the Australian Apprentice did not complete the first twelve months of the Australian Apprenticeship prior to recommencing, the second or subsequent employer may be eligible to attract the SAAA payment.</p>
<b>9. Early successful completions</b>	An Australian Apprentice who successfully completes prior to the effect date will not attract SAAA for their employer.
<b>10. Maximum sets of SAAA</b>	Subject to meeting the eligibility criteria, an Australian Apprentice may attract a maximum of two sets of SAAA payments for their employer for different Occupational Outcomes.

## **F. Claiming Employer Incentives**

### **1. Payments Available at Commencement and Recommencement and Support for Adult Australian Apprentices**

<b>1. Overview</b>	<p>This section details the process for claiming payments outlined in <i>Section V.A – Payments Available at Commencement</i>, <i>Section V.C – Payments Available at Recommencement</i> and <i>Section V.E – Support For Adult Australian Apprentices</i>.</p>
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<p><b>2. Claiming payments available at Commencement and Recommencement and Support For Adult Australian Apprentices</b></p>	<p>An eligible employer should claim payments available at Commencement and Recommencement using the <i>Australian Government Australian Apprenticeships Employer Incentive Form</i> (Form 1236).</p> <p>Where an employer is eligible for more than one payment (eg. the Commencement Incentive and the Declared Drought Area Commencement Incentive) they should claim all payments at the same time using the same Form 1236.</p> <p>An eligible employer should claim Support For Adult Australian Apprentices using the <i>Claim Form For Support For Adult Australian Apprentices</i> (Form 1257).</p> <p>The employer may not lodge Form 1236 or Form 1257 until:</p> <ul style="list-style-type: none"> <li>• the waiting period has been completed; and</li> <li>• the STA has approved the Training Contract; and</li> <li>• training has commenced; and</li> <li>• on or after the effect date.</li> </ul> <p>Training is deemed to have commenced when the employer, Australian Apprentice and RTO sign an agreed individual training plan for the Australian Apprenticeship.</p> <p>Evidence that the training has commenced may be in the form of:</p> <ul style="list-style-type: none"> <li>• a copy of the signed training plan (or jurisdictional equivalent); or</li> <li>• written advice from the RTO indicating the parties to the training plan and the date signed; or</li> <li>• a fully completed <i>RTO Declaration for Australian Government Australian Apprenticeships Employer Incentives</i> (Form 1237) stating that a negotiated training plan has been signed; or</li> <li>• evidence from the STA that the training plan has been completed.</li> </ul>
<p><b>3. Additional evidence for claiming the Declared Drought Area</b></p>	<p>In addition to the requirements in section V.F.1.2, the following evidence to support the claim must be included:</p> <ul style="list-style-type: none"> <li>• a copy of the Exceptional Circumstances Certificate; and</li> </ul>

<p><b>Commencement Incentive</b></p>	<ul style="list-style-type: none"> <li>• if employed by a GTO, a written statement confirming that the payment will be forwarded to the host employer.</li> </ul>
<p><b>4. Additional evidence for claiming the Mature Aged Worker Commencement Incentive</b></p>	<p>In addition to the requirements in section V.F.1.2, the following evidence to support the claim must be included:</p> <ul style="list-style-type: none"> <li>• where the Australian Apprentice has been in receipt of a specified Centrelink or Veterans’ Affairs income support payment, the evidence is to be in the form of an income statement from Centrelink or the Department of Veterans’ Affairs confirming payment of one or more of these income support payments covering the entire three month period immediately prior to the commencement of the Australian Apprenticeship; or</li> <li>• where the Australian Apprentice has not been in paid employment for the three years immediately prior to the commencement of the Australian Apprenticeship, the evidence may be in the form of a Statutory Declaration stating that the Australian Apprentice was NOT in paid employment for the three years immediately prior to the commencement of the Australian Apprenticeship; or</li> <li>• where the Australian Apprentice was a Stream B or Stream C client with an Employment Provider immediately prior to the commencement of the Australian Apprenticeship, the evidence is to be in the form of documentation on letterhead from either Centrelink or the Employment Provider confirming the receipt of such assistance immediately prior to commencing the Australian Apprenticeship; or</li> <li>• where the Australian Apprentice was made redundant within the year immediately prior to the commencement of the Australian Apprenticeship, the evidence is to be in the form of copies of letters between the former employer and employee confirming the offer and acceptance of redundancy.</li> </ul>
<p><b>5. Additional evidence for claiming the Australian School-based</b></p>	<p>In addition to the requirements in section V.F.1.2, the following evidence to support the claim must be included:</p> <ul style="list-style-type: none"> <li>• a signed <i>Evidence of Endorsement of Australian School-based Apprenticeships Form</i> (Form 1285) or other state or system form as agreed with the Australian Government.</li> </ul>

<b>Apprenticeship Commencement Incentive</b>	
<b>6. Additional evidence for claiming the Additional Identified Skills Shortage Commencement Incentive</b>	<p>In addition to the requirements in section V.F.1.2, the following evidence to support the claim must be included:</p> <ul style="list-style-type: none"> <li>• where the employer is a GTO, a written statement confirming that the payment will be forwarded to the host employer.</li> </ul>
<b>7. Additional evidence for claiming the Recommencement Incentive</b>	<p>If the off-the-job training component of the Australian Apprenticeship has been completed at Recommencement, evidence from the RTO must be provided.</p>

## 2. Payments Available for Retention

<b>1. Overview</b>	<p>This section details the process for claiming payments outlined in <i>Section V.B – Payments Available for Retention</i>.</p>
<b>2. Claiming payments available for Retention – Australian School-based Apprenticeship Retention Incentive</b>	<p><b>Employment period covered by an Australian Apprenticeship arrangement</b></p> <p>The employer can claim the Australian School-based Apprenticeship Retention Incentive using <i>the Australian Government Australian Apprenticeships Employer Incentive Form</i> (Form 1236) after 12 weeks of continuous employment has been completed where:</p> <ul style="list-style-type: none"> <li>• the 12 week employment period following completion of secondary school is entirely covered through an Australian Apprenticeship arrangement; and</li> <li>• the same employer continues to employ the former Australian School-based Apprentice in the same or a different Australian Apprenticeship; or</li> </ul>

	<ul style="list-style-type: none"> <li>• a different employer employs the former Australian Apprentice in the same or a different Australian Apprenticeship.</li> </ul> <p><b>Employment period not entirely covered by an Australian Apprenticeship arrangement</b></p> <p>The employer must lodge a <i>Claim Form for Australian School-based Apprenticeships Retention Incentive</i> (Form 1284) after 12 weeks of continuous employment has been completed where:</p> <ul style="list-style-type: none"> <li>• the 12 week employment period following completion of secondary school is not entirely covered through an Australian Apprenticeship arrangement; or</li> <li>• the former Australian School-based Apprentice is employed for a minimum of 15 hours per week in an employment arrangement other than an Australian Apprenticeship by the same employer with whom they undertook their Australian School-based Apprenticeship.</li> </ul> <p><b>Evidence</b></p> <p>The following evidence to support the claim, whether lodged on Form 1236 or Form 1284, must be provided:</p> <ul style="list-style-type: none"> <li>• documentation to show that the Australian Apprentice has completed secondary school according to the practice of the relevant jurisdiction; and</li> <li>• if applicable, documentation to confirm that the employer was a host employer during the period of the Australian Apprenticeship.</li> </ul> <p>The claim form must be lodged within 12 months of the last day of the 12 week continuous employment period.</p>
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### 3. Payments Available at Completion

<b>1. Overview</b>	This section details the process for claiming payments outlined in <i>Section V.B – Payments Available for Retention</i> .
<b>2. Claiming payments</b>	An eligible employer should claim payments available at Completion using the <i>Employer Completion Incentives Claim Form</i> (Form 1241) after

<p><b>available at Completion</b></p>	<p>the STA has formally signed off the Australian Apprentice as having successfully completed the Australian Apprenticeship.</p> <p>Where an employer is eligible for more than one payment (eg. the Completion Incentive and the Mature Aged Worker Completion Incentive) they should claim all payments at the same time using the same Form 1241.</p> <p>Evidence that the Australian Apprentice has successfully completed the Australian Apprenticeship must be provided with the claim form. This may be in the form of documentation from the STA that confirms that the Australian Apprentice has:</p> <ul style="list-style-type: none"> <li>• completed the period of the Training Contract, including any formally approved extensions; and</li> <li>• passed all the relevant units of competency relating to on and off the job competencies. Note that Craftsmen Certificates in NSW are insufficient evidence of completion.</li> </ul>
<p><b>3. Additional evidence for claiming the Declared Drought Area Completion Incentive</b></p>	<p>In addition to the requirements in section V.F.3.2, where the employer is a GTO, the following evidence must also be attached:</p> <ul style="list-style-type: none"> <li>• a written statement confirming that the Declared Drought Area Completion Incentive will be forwarded to the host employer.; and</li> <li>• a copy of the Exceptional Circumstances Certificate for the final host employer (if different to host employer at commencement).</li> </ul>
<p><b>4. Additional evidence for claiming the Additional Identified Skills Shortage Completion Incentive</b></p>	<p>In addition to the requirements in section V.F.3.2, the following evidence to support the claim must be included:</p> <ul style="list-style-type: none"> <li>• where the employer is a GTO, a written statement confirming that the payment will be forwarded to the host employer.</li> </ul>

## G. Australian Apprentice Wage Subsidy

<p><b>1. Overview</b></p>	<p>The Australian Apprentice Wage Subsidy aims to support apprenticeships in skills need occupations in rural and regional areas and encourage participation in apprenticeships by employers who have not previously engaged apprentices, as well as re-engaging employers who may have disengaged from the system.</p> <p>The Australian Apprentice Wage Subsidy is in addition to other payments available to employers under the Australian Apprenticeships Incentives Program.</p>
<p><b>2. Rate</b></p>	<p>The Australian Apprentice Wage Subsidy is based on the award wage rate that applies to the occupation which the Australian Apprentice is undertaking and provides support in the first three years of an Australian Apprenticeship as follows:</p> <ul style="list-style-type: none"> <li>• 75 per cent of the first year award wage;</li> <li>• 50 per cent of the second year award wage;</li> <li>• 25 per cent of the third year award wage.</li> </ul>
<p><b>3. Limits</b></p>	<p>An employer will be eligible for the Australian Apprentice Wage Subsidy for one eligible Australian Apprentice.</p> <p>Group Training Organisations may be eligible for the Australian Apprentice Wage Subsidy for more than one eligible Australian Apprentice, subject to meeting the criteria outlined in <i>section V.G.8 Group Training Organisations</i>.</p>
<p><b>4. Eligibility criteria for sign-ups and commencements from 1 January 2019</b></p>	<p>As the Australian Apprentice Wage Subsidy is a trial, it is only available to the first 1630 employers who sign-up and commence a new worker Australian Apprentice on or after 1 January 2019. Each State and the Northern Territory have been allocated a share of the total number of apprentices, based on a per capita regional distribution, sourced from ABS 2016 Census data.</p> <p>For an employer to be eligible for the Australian Apprentice Wage Subsidy, the Australian Apprentice must:</p> <ul style="list-style-type: none"> <li>• sign-up and commence on or after 1 January 2019; and</li> <li>• be within the first 1630 sign-ups to occur on or after 1 January 2019; and</li> </ul>

	<ul style="list-style-type: none"> <li>• be undertaking a full-time Certificate III or IV qualification; and</li> <li>• be undertaking a Certificate III or IV qualification that leads to an occupation listed on the NSNL at the date of commencement; and</li> <li>• be undertaking the Australian Apprenticeship at a rural and regional workplace as listed in <i>Appendix D – Eligible Rural and Regional Postcode List</i> as at the date of commencement; and</li> <li>• be employed under the relevant Award (modern award) for their occupation; and</li> <li>• meet the following eligibility criteria from <i>Section III Primary Eligibility</i>: <ul style="list-style-type: none"> <li>○ A. Employment and Training Arrangements; and</li> <li>○ B. Citizenship Status; and</li> <li>○ C. Existing Worker; and</li> <li>○ D. Previous and Concurrent Qualifications; and</li> <li>○ E. Waiting Period; and</li> <li>○ F. Time Limits; and</li> </ul> </li> <li>• the Training Contract must be formally approved by the STA; and</li> <li>• the Australian Apprentice must be employed by the employer as an Australian Apprentice at the effect date.</li> </ul> <p>In addition, for an employer to be eligible for the Australian Apprentice Wage Subsidy, employing the Australian Apprentice must be considered additional to the employer’s usual practice. If an employer is a:</p> <ul style="list-style-type: none"> <li>• small enterprise, the criteria in <i>section V.G.6 Small Enterprises</i> must be met; or</li> <li>• medium or large enterprise, the criteria in <i>section V.G.7 Medium and Large Enterprises</i> must be met; or</li> <li>• Group Training Organisation, the criteria in <i>section V.G.8 Group Training Organisations</i> must be met.</li> </ul>
<p><b>5. Eligibility criteria for sign-ups and commencements from 1 July 2019</b></p>	<p>Phase two of the Australian Apprentice Wage Subsidy is only available to the first 1630 employers who sign-up and commence a new worker Australian Apprentice on or after 1 July 2019. Each State and the Northern Territory have been allocated a share of the total number of apprentices, based on a per capita regional distribution, sourced from ABS 2016 Census data.</p> <p>For an employer to be eligible for phase two of the Australian Apprentice Wage Subsidy, the Australian Apprentice must:</p> <ul style="list-style-type: none"> <li>• sign-up and commence on or after 1 July 2019; and</li> <li>• be within the first 1630 sign-ups to occur on or after 1 July 2019; and</li> </ul>

	<ul style="list-style-type: none"> <li>• be undertaking a full-time Certificate III or IV qualification; and</li> <li>• be undertaking a Certificate III or IV qualification that leads to an occupation listed on the NSNL at the date of commencement; and</li> <li>• be undertaking the Australian Apprenticeship at a rural and regional workplace as listed in <i>Appendix D – Eligible Rural and Regional Postcode List</i> as at the date of commencement; and</li> <li>• be employed under the relevant Award (modern award) for their occupation, enterprise agreement or other registered agreement that sets out minimum employment conditions; and</li> <li>• meet the following eligibility criteria from <i>Section III Primary Eligibility</i>: <ul style="list-style-type: none"> <li>○ A. Employment and Training Arrangements; and</li> <li>○ B. Citizenship Status; and</li> <li>○ C. Existing Worker; and</li> <li>○ D. Previous and Concurrent Qualifications; and</li> <li>○ E. Waiting Period; and</li> <li>○ F. Time Limits; and</li> </ul> </li> <li>• the Training Contract must be formally approved by the STA; and</li> <li>• the Australian Apprentice must be employed by the employer as an Australian Apprentice at the effect date.</li> </ul> <p>In addition, for an employer to be eligible for the Australian Apprentice Wage Subsidy, employing the Australian Apprentice must be considered additional to the employer’s usual practice. If an employer is a:</p> <ul style="list-style-type: none"> <li>• small enterprise, the criteria in <i>section V.G.6 Small Enterprises</i> must be met; or</li> <li>• medium or large enterprise, the criteria in <i>section V.G.7 Medium and Large Enterprises</i> must be met; or</li> <li>• Group Training Organisation, the criteria in <i>section V.G.8 Group Training Organisations</i> must be met.</li> </ul>
<p><b>6. Small Enterprises</b></p>	<p>To be eligible for the Australian Apprentice Wage Subsidy, the Australian Apprentice must be employed by an enterprise that employs less than 20 (full-time equivalent) people at the date of commencement.</p> <p>The enterprise is the legal entity referred to at question 28 of the Apprenticeship/Traineeship Training Contract.</p> <p>Information on the number of people employed by an enterprise at the date of commencement is provided at question 36 of the Apprenticeship/Traineeship Training Contract. The answer to the first question asked at question 36 must reflect the total number of people</p>

	<p>employed by the enterprise in Australia and must not only reflect the number of people employed at a specific workplace.</p>
<p><b>7. Medium and Large Enterprises</b></p>	<p>To be eligible for the Australian Apprentice Wage Subsidy, a Medium or Large Enterprise:</p> <ul style="list-style-type: none"> <li>• must have not previously employed an Australian Apprentice; or</li> <li>• where the eligibility criteria in <i>section V.G.4 Eligibility criteria for sign-ups and commencements from 1 January 2019</i> apply, must have not employed an Australian Apprentice in the three year period prior to 1 January 2019; or</li> <li>• where the eligibility criteria in <i>section V.G.5 Eligibility criteria for sign-ups and commencements from 1 July 2019</i> apply, must have not employed an Australian Apprentice in the three year period prior to 1 July 2019.</li> </ul> <p>Information regarding the number of apprentices/trainees currently in a workplace is provided at question 36 of the Apprenticeship/Traineeship Training Contract. The answer to the second question asked at question 36 should indicate that no apprentices/trainees are currently employed by the Enterprise.</p> <p>Information on whether the Enterprise has previously employed an Australian Apprentice, or employed an Australian Apprentice in the three year period prior to 1 January 2019 or the three year period prior to 1 July 2019 is available by searching for the employer record in TYIMS.</p>
<p><b>8. Group Training Organisations</b></p>	<p>Group Training Organisations may be eligible for a proportion of the Australian Apprentice Wage Subsidy sign-ups.</p> <p>Group Training Organisations will be eligible for the Australian Apprentice Wage Subsidy where the Australian Apprentice’s host employer at the date of commencement, meets the eligibility criteria in <i>section V.G.4 Eligibility criteria for sign-ups and commencements from 1 January 2019</i> or <i>section V.G.5 Eligibility criteria for sign-ups and commencements from 1 July 2019</i> (whichever is applicable) and is a Small Enterprise as outlined in <i>section V.G.6 Small Enterprises</i>.</p>

	<p>Information about the host employer at the date of commencement is provided at question 35 of the Apprenticeship/Traineeship Training Contract.</p> <p>The Group Training Organisation must pass on the Australian Apprentice Wage Subsidy to the host employer.</p> <p>Where the Australian Apprentice is no longer hosted to the host employer identified on the Apprenticeship/Traineeship Training Contract, the Australian Apprentice is not eligible to continue to attract the Australian Apprentice Wage Subsidy for the Group Training Organisation.</p>
<p><b>9. Award wages</b></p>	<p>Awards (modern awards) are legal documents that outline the minimum pay rates and conditions of employment. There are 122 industry or occupation awards that cover most people who work in Australia.</p> <p>Awards apply to businesses and employees depending on the industry they work in and the type of job worked. Every award has information about who it covers, as well as the minimum pay rates and entitlements.</p> <p>Further information about Awards, including links to each Award can be found on the Fair Work Ombudsman website:  <a href="https://www.fairwork.gov.au/awards-and-agreements/awards">https://www.fairwork.gov.au/awards-and-agreements/awards</a>.</p> <p>The Australian Apprentice Wage Subsidy is based on the minimum award wage rate that applies to the occupation which the Australian Apprentice is undertaking. An employer may pay higher than the minimum award wage rate, however the Australian Apprentice Wage Subsidy is based on the minimum award wage rate, and not the actual wage paid by the employer.</p>
<p><b>10. Changes to award wage rates</b></p>	<p>For the purposes of determining the appropriate Australian Apprentice Wage Subsidy rate as outlined in <i>section V.G.2 Rate</i>:</p> <ul style="list-style-type: none"> <li>• the first year award wage rate is considered to be the first year award wage rate that is in place at the date of commencement of the Australian Apprenticeship;</li> <li>• the second year award wage rate is considered to be the second year award wage rate that is in place at the date of commencement</li> </ul>

	<p>of the second year of the Australian Apprenticeship (the 366<sup>th</sup> day of the Australian Apprenticeship);</p> <ul style="list-style-type: none"> <li>• the third year award wage rate is considered to be the third year award wage rate that is in place at the date of commencement of the third year of the Australian Apprenticeship (the 731<sup>st</sup> day of the Australian Apprenticeship).</li> </ul> <p>Any changes to the award wage rate during each year of the Australian Apprenticeship will not affect the Australian Apprentice Wage Subsidy rate.</p>
<b>11. Early successful completions</b>	An Australian Apprentice who successfully completes prior to the effect date will not attract the Australian Apprentice Wage Subsidy for their employer.
<b>12. Cancellations</b>	Where the Australian Apprentice cancels their Australian Apprenticeship, and subsequently recommences with the same, or a different employer, the employer, or second employer will not be eligible to attract the Australian Apprentice Wage Subsidy.
<b>13. Suspensions</b>	<p>Where the Australian Apprentice suspends their Australian Apprenticeship, and subsequently returns to the same employer, the employer will be eligible for the Australian Apprentice Wage Subsidy where there was a period of less than six months between the date of suspension and the date of recommencement.</p> <p>Where the Australian Apprentice is employed by a Group Training Organisation and suspends their Australian Apprenticeship, and subsequently returns to the same host employer, the employer will be eligible for the Australian Apprentice Wage Subsidy where there was a period of less than six months between the date of suspension and the date of recommencement.</p> <p>Where the Australian Apprentice suspends their Australian Apprenticeship, and subsequently returns to the same employer, the employer will not be eligible for the Australian Apprentice Wage Subsidy where six months or more has lapsed between the date of suspension and the date of recommencement.</p>

<p><b>14. Effect date</b></p>	<p>The initial effect date is six months from the date of commencement, and then each following six months until the completion of the third year of the Australian Apprenticeship:</p> <ul style="list-style-type: none"> <li>• Effect date one: 6-month point</li> <li>• Effect date two: 12-month point</li> <li>• Effect date three: 18-month point</li> <li>• Effect date four: 24-month point</li> <li>• Effect date five: 30-month point</li> <li>• Effect date six: 36-month point</li> </ul> <p>Where there has been a Change of Ownership or a period of suspension, the effect date is calculated to be on each 182<sup>nd</sup> day of the Australian Apprenticeship.</p>
<p><b>15. Specific exclusions</b></p>	<p>An employer will not be eligible for the Australian Apprentice Wage Subsidy where:</p> <ul style="list-style-type: none"> <li>• the Australian Apprentice is an existing worker as defined in <i>Section III.C Existing Worker</i>; or</li> <li>• the employer is receiving any other form of Australian Government or State Government wage subsidy or equivalent assistance for the Australian Apprentice.</li> </ul>
<p><b>16. Claiming the Australian Apprentice Wage Subsidy</b></p>	<p>An eligible employer should claim the Australian Apprentice Wage Subsidy using the <i>Australian Apprentice Wage Subsidy Claim Form</i>.</p> <p>The employer may not lodge the <i>Australian Apprentice Wage Subsidy Claim Form</i> until:</p> <ul style="list-style-type: none"> <li>• the waiting period has been completed; and</li> <li>• the STA has approved the Training Contract; and</li> <li>• training has commenced; and</li> <li>• on or after the effect date.</li> </ul> <p>Training is deemed to have commenced when the employer, Australian Apprentice and RTO sign an agreed individual training plan for the Australian Apprenticeship.</p> <p>Evidence that the training has commenced may be in the form of:</p> <ul style="list-style-type: none"> <li>• a copy of the signed training plan (or jurisdictional equivalent); or</li> <li>• written advice from the RTO indicating the parties to the training plan and the date signed; or</li> <li>• a fully completed <i>RTO Declaration for Australian Government Australian Apprenticeships Employer Incentives (Form 1237)</i> stating that a negotiated training plan has been signed; or</li> </ul>

	<ul style="list-style-type: none"> <li>• evidence from the STA that the training plan has been completed.</li> </ul> <p>The following evidence must also be attached:</p> <ul style="list-style-type: none"> <li>○ payroll print, time and wages sheet or payslip which confirms the Australian Apprentices weekly or hourly pay rate at the date of commencement of the first, second or third year of the Australian Apprenticeship (whichever is applicable to the particular claim).</li> </ul> <p>Where the employer is a Group Training Organisation, a written statement confirming that the payment will be forward to the host employer must also be included.</p>
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## H. Supporting Apprentices and Trainees (through direct employment)

<p><b>1. Overview</b></p>	<p>The <i>Supporting Apprentices and Trainees</i> measure is set out in four separate sections of the Guidelines:</p> <ul style="list-style-type: none"> <li>• <i>V.H Supporting Apprentices and Trainees (through direct employment)</i></li> <li>• <i>V.I Supporting Apprentices and Trainees through Group Training Organisations</i></li> <li>• <i>V.J Extension of Supporting Apprentices and Trainees (through direct employment)</i></li> <li>• <i>V.K Extension of Supporting Apprentices and Trainees through Group Training Organisations</i></li> </ul> <p><i>Supporting Apprentices and Trainees (through direct employment)</i> supports small business to retain apprentices and trainees, as well as support employers to re-engage apprentices and trainees where a small business is not able to retain them.</p> <p><i>Supporting Apprentices and Trainees (through direct employment)</i> is in addition to other payments available to employers under the Australian Apprenticeships Incentives Program.</p>
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	Specific exclusions for <i>Supporting Apprentices and Trainees (through direct employment)</i> are specified at <i>Section V.H.11 Specific exclusions</i> .
<b>2. Rate</b>	<p><i>Supporting Apprentices and Trainees (through direct employment)</i> reimburses 50 per cent of the Australian Apprentice's gross wage, over the 15-month period 1 January 2020 to 31 March 2021.</p> <p>Employers will be reimbursed up to a maximum of \$7,000 per quarter, per eligible Australian Apprentice.</p>
<b>3. Eligibility criteria</b>	<p>For an employer to be eligible for <i>Supporting Apprentices and Trainees (through direct employment)</i>, the Australian Apprentice must:</p> <ul style="list-style-type: none"> <li>• be undertaking a Certificate II or higher qualification; and</li> <li>• meet the following eligibility criteria from Section III Primary Eligibility: <ul style="list-style-type: none"> <li>○ A. Employment and Training Arrangements; and</li> <li>○ B. Citizenship Status; and</li> </ul> </li> <li>• have a Training Contract that is formally approved by the STA; and</li> <li>• meet the retention criteria in <i>Section V.H.4 Retention criteria</i>; or</li> <li>• meet the re-engagement criteria in <i>Section V.H.5 Re-engagement criteria</i>.</li> </ul>
<b>4. Retention criteria</b>	<p>The retention criteria supports small business to retain their apprentice or trainee.</p> <p>An employer will meet the retention criteria where:</p> <ul style="list-style-type: none"> <li>• the employer is a small business as defined in <i>Section V.H.6 Small business</i>; and</li> <li>• the Australian Apprentice was undertaking an Australian Apprenticeship with the employer on 1 March 2020.</li> </ul> <p>Where an employer meets the retention criteria, they will be eligible to claim <i>Supporting Apprentices and Trainees (through direct employment)</i> as follows:</p> <ul style="list-style-type: none"> <li>• where the Australian Apprenticeship commencement or recommencement date is on or prior to 1 January 2020,</li> </ul>

	<p>payments can be claimed for wages paid from 1 January 2020; or</p> <ul style="list-style-type: none"> <li>• where the Australian Apprenticeship commencement or recommencement date is after 1 January 2020, payments can be claimed for wages paid from the date of commencement or recommencement.</li> </ul>
<b>5. Re-engagement criteria</b>	<p>The re-engagement criteria supports employers to engage an apprentice or trainee where a small business is not able to retain the apprentice or trainee.</p> <p>An employer will meet the re-engagement criteria where:</p> <ul style="list-style-type: none"> <li>• the Australian Apprentice was undertaking an Australian Apprenticeship with a small business employer (as defined in <i>Section V.H.6 Small business</i>) on 1 March 2020; and</li> <li>• the Australian Apprentice was released from their Australian Apprenticeship with the small business employer after 1 March 2020; and</li> <li>• a subsequent employer of any size has re-engaged the Australian Apprentice.</li> </ul> <p>Where an employer meets the re-engagement criteria, they will be eligible to claim <i>Supporting Apprentices and Trainees (through direct employment)</i> from the date of recommencement.</p>
<b>6. Small business</b>	<p>To be eligible for <i>Supporting Apprentices and Trainees (through direct employment)</i>, the Australian Apprentice must have been employed by a business that employs fewer than 20 people, as at 1 March 2020.</p> <p>Information on the number of people employed by a business will be collected on the <i>Supporting Apprentices and Trainees Claim Form</i> when a claim is lodged for <i>Supporting Apprentices and Trainees (through direct employment)</i>.</p>
<b>7. Gross wage</b>	<p>For the purposes of <i>Supporting Apprentices and Trainees (through direct employment)</i>, 'gross wage' is defined as:</p> <ul style="list-style-type: none"> <li>• the total amount an employer pays an Australian Apprentice, including allowances, overtime, penalty rates and any other amount, before any deductions are made.</li> </ul>

<p><b>8. Early successful completions</b></p>	<p>An Australian Apprentice who successfully completes prior to the effect date will attract <i>Supporting Apprentices and Trainees (through direct employment)</i> for their employer until the date of successful completion.</p> <p><i>Example of an early successful completion attracting Supporting Apprentices and Trainees (through direct employment)</i></p> <p>Mason commenced an Australian Apprenticeship with a small business employer in November 2018 and was scheduled to complete in November 2020. Mason was undertaking the Australian Apprenticeship with the same employer on 1 March 2020. Mason successfully completed the Australian Apprenticeship with this employer on 18 August 2020.</p> <p>Mason’s employer was assessed as eligible for <i>Supporting Apprentices and Trainees (through direct employment)</i> and will be eligible for payments from 1 January 2020 until the completion date of 18 August 2020.</p>
<p><b>9. Cancellations</b></p>	<p>Where an Australian Apprenticeship is cancelled, and the Australian Apprentice subsequently recommences with the same employer, the employer will not be eligible to attract <i>Supporting Apprentices and Trainees (through direct employment)</i>.</p> <p>Where an Australian Apprenticeship is cancelled, the employer will not be eligible to attract <i>Supporting Apprentices and Trainees (through direct employment)</i> if they re-engage another Australian Apprentice in accordance with the criteria outlined in <i>Section V.H.5 Re-engagement criteria</i>.</p> <p>Where an Australian Apprenticeship is cancelled, and the Australian Apprentice recommences with a subsequent employer, the subsequent employer may be eligible to attract <i>Supporting Apprentices and Trainees (through direct employment)</i>, subject to meeting the re-engagement criteria in <i>Section V.H.5 Re-engagement criteria</i>.</p>
<p><b>10. Suspensions</b></p>	<p>Where an Australian Apprenticeship is suspended, and the period of suspension includes 1 March 2020, the Australian Apprentice</p>

	<p>will not be eligible to attract <i>Supporting Apprentices and Trainees (through direct employment)</i> for their employer.</p> <p>Where an Australian Apprenticeship is suspended after 1 March 2020 and the Australian Apprentice subsequently returns to the same employer, the employer will be eligible for <i>Supporting Apprentices and Trainees (through direct employment)</i> where there was a period of less than six months between the date of suspension and the date of recommencement.</p> <p>Where an Australian Apprenticeship is suspended after 1 March 2020 and the Australian Apprentice subsequently returns to the same employer, the employer will not be eligible for <i>Supporting Apprentices and Trainees (through direct employment)</i> where six months or more has lapsed between the date of suspension and the date of recommencement.</p>
<b>11. Specific exclusions</b>	<p>For the same time period, an employer will not be eligible for <i>Supporting Apprentices and Trainees (through direct employment)</i> where the employer has received, or is in receipt of:</p> <ul style="list-style-type: none"> <li>• <i>Extension of Supporting Apprentices and Trainees (through direct employment);</i></li> <li>• the Australian Apprentice Wage Subsidy; or</li> <li>• equivalent Australian Government wage subsidy for the same Australian Apprentice.</li> </ul>
<b>12. Effect date</b>	<p>Eligible employers will be able to claim reimbursement of 50 per cent of the wages paid, at intervals of at least three months in arrears.</p> <p>First claims will cover the period 1 January 2020 to 31 March 2020.</p>
<b>13. Claiming Supporting Apprentices and Trainees (through direct employment)</b>	<p>An eligible employer should claim <i>Supporting Apprentices and Trainees (through direct employment)</i> using the <i>Supporting Apprentices and Trainees Claim Form</i>.</p> <p>An eligible employer may not lodge the <i>Supporting Apprentices and Trainees Claim Form</i> until:</p> <ul style="list-style-type: none"> <li>• the STA has approved the Training Contract; and</li> <li>• training has commenced; and</li> </ul>

	<ul style="list-style-type: none"> <li>• on or after the effect date.</li> </ul> <p>Training is deemed to have commenced when the employer, Australian Apprentice and RTO sign an agreed individual training plan for the Australian Apprenticeship.</p> <p>Evidence that the training has commenced may be in the form of:</p> <ul style="list-style-type: none"> <li>• a copy of the signed training plan (or jurisdictional equivalent); or</li> <li>• written advice from the RTO indicating the parties to the training plan and the date signed; or</li> <li>• a fully completed <i>RTO Declaration for Australian Government Australian Apprenticeships Employer Incentives</i> (Form 1237) stating that a negotiated training plan has been signed; or</li> <li>• evidence from the STA that the training plan has been completed.</li> </ul> <p>Where evidence that the training has commenced has been previously submitted (e.g. as evidence when making a claim for another payment available under the Program), it does not need to be attached to the claim for <i>Supporting Apprentices and Trainees (through direct employment)</i>.</p> <p>The following evidence must also be attached to the claim:</p> <ul style="list-style-type: none"> <li>• payroll prints, time and wages sheet or payslips for each pay period included in the claim which confirms the gross wage paid to the Australian Apprentice.</li> </ul>
<p><b>14. Time limits for claiming <i>Supporting Apprentices and Trainees (through direct employment)</i></b></p>	<p>An employer must lodge all claims for <i>Supporting Apprentices and Trainees (through direct employment)</i> with their Apprenticeship Network Provider by 30 June 2021.</p> <p><i>Supporting Apprentices and Trainees (through direct employment)</i> is not payable if an employer does not lodge a claim with an Apprenticeship Network Provider within the specified time limit.</p>

## I. Supporting Apprentices and Trainees through Group Training Organisations

<p><b>1. Overview</b></p>	<p>The <i>Supporting Apprentices and Trainees</i> measure is set out in four separate sections of the Guidelines:</p> <ul style="list-style-type: none"> <li>• V.H <i>Supporting Apprentices and Trainees (through direct employment)</i>;</li> <li>• V.I <i>Supporting Apprentices and Trainees through Group Training Organisations</i>;</li> <li>• V.J <i>Extension of Supporting Apprentices and Trainees (through direct employment)</i>; and</li> <li>• V.K <i>Extension of Supporting Apprentices and Trainees through Group Training Organisations</i>.</li> </ul> <p><i>Supporting Apprentices and Trainees through Group Training Organisations</i> supports Group Training Organisations to retain and re-engage apprentices and trainees where they are at risk of losing their attachment to a workplace that is no longer able to continue their apprenticeship or traineeship.</p> <p><i>Supporting Apprentices and Trainees through Group Training Organisations</i> is in addition to other payments available to Group Training Organisations under the Australian Apprenticeships Incentives Program.</p> <p>Specific exclusions for <i>Supporting Apprentices and Trainees through Group Training Organisations</i> are specified at <i>Section V.I.12 Specific exclusions</i>.</p>
<p><b>2. Rate</b></p>	<p><b>50 per cent wage subsidy</b></p> <p><i>Supporting Apprentices and Trainees through Group Training Organisations</i> reimburses 50 per cent of the Australian Apprentice's gross wage:</p> <ul style="list-style-type: none"> <li>• over the 15-month period 1 January 2020 to 31 March 2021 where the Group Training Organisation meets the: <ul style="list-style-type: none"> <li>○ retention criteria in <i>Section V.I.4 Retention criteria</i>; or</li> <li>○ re-engagement criteria in <i>Section V.I.5 Re-engagement criteria</i>.</li> </ul> </li> </ul>

	<p>Group Training Organisations will be reimbursed up to a maximum of \$7,000 per quarter, per eligible Australian Apprentice.</p> <p><b>\$1,500 per fortnight payment</b></p> <p><i>Supporting Apprentices and Trainees through Group Training Organisations</i> is paid at \$1,500 per fortnight, over the six month period 1 April 2020 to 30 September 2020 where the Group Training Organisation meets the:</p> <ul style="list-style-type: none"> <li>• Expanded GTO criteria in <i>Section V.I.6 Expanded GTO criteria</i>.</li> </ul>
<p><b>3. Eligibility criteria</b></p>	<p>For a Group Training Organisation to be eligible for <i>Supporting Apprentices and Trainees through Group Training Organisations</i>, the Australian Apprentice must:</p> <ul style="list-style-type: none"> <li>• be undertaking a Certificate II or higher qualification; and</li> <li>• meet the following eligibility criteria from Section III Primary Eligibility: <ul style="list-style-type: none"> <li>○ A. Employment and Training Arrangements; and</li> <li>○ B. Citizenship Status; and</li> </ul> </li> <li>• have a Training Contract that is formally approved by the STA; and</li> <li>• meet the retention criteria in <i>Section V.I.4 Retention criteria</i>; or</li> <li>• meet the re-engagement criteria in <i>Section V.I.5 Re-engagement criteria</i>; or</li> <li>• meet the Expanded GTO criteria in <i>Section V.I.6 Expanded GTO criteria</i>.</li> </ul>
<p><b>4. Retention criteria (for existing apprentices)</b></p>	<p>The retention criteria supports small business to retain their apprentice or trainee.</p> <p><b>No change to host employer</b></p> <p>A Group Training Organisation will meet the retention criteria where:</p> <ul style="list-style-type: none"> <li>• the Australian Apprentice was undertaking an Australian Apprenticeship with the Group Training Organisation, and was placed with a small business (as defined in <i>Section V.I.7 Small business</i>) host employer on 1 March 2020.</li> </ul>

	<p>The Group Training Organisation must pass on in full the <i>Supporting Apprentices and Trainees through Group Training Organisations</i> payments to the host employer.</p> <p><b>Australian Apprentice with no host employer</b></p> <p>A Group Training Organisation will be eligible for <i>Supporting Apprentices and Trainees through Group Training Organisations</i> where:</p> <ul style="list-style-type: none"> <li>• the Australian Apprentice was undertaking an Australian Apprenticeship with the Group Training Organisation, and was placed with a small business (as defined in <i>Section V.I.7 Small business</i>) host employer on 1 March 2020; and</li> <li>• the Australian Apprentice’s small business host employer no longer hosted the Australian Apprentice after 1 March 2020; and</li> <li>• the Group Training Organisation continues the Australian Apprenticeship until the Australian Apprentice is placed with a suitable host employer.</li> </ul> <p>The Group Training Organisation will retain the <i>Supporting Apprentices and Trainees through Group Training Organisations</i> payments over this period.</p> <p><b>Change to host employer</b></p> <p>A Group Training Organisation will be eligible for <i>Supporting Apprentices and Trainees through Group Training Organisations</i> where:</p> <ul style="list-style-type: none"> <li>• the Australian Apprentice was undertaking an Australian Apprenticeship with the Group Training Organisation, and was placed with a small business (as defined in <i>Section V.I.7 Small business</i>) host employer on 1 March 2020; and</li> <li>• the Australian Apprentice’s small business host employer no longer hosted the Australian Apprentice after 1 March 2020; and</li> <li>• the Group Training Organisation places the Australian Apprentice with another suitable host employer (of any size).</li> </ul> <p>The Group Training Organisation must pass on in full the <i>Supporting Apprentices and Trainees through Group Training Organisations</i> payments to the host employer.</p>
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	<p><b>Eligibility to claim</b></p> <p>Where a Group Training Organisation meets the retention criteria, they will be eligible to claim <i>Supporting Apprentices and Trainees through Group Training Organisations</i> as follows:</p> <ul style="list-style-type: none"> <li>• where the Australian Apprenticeship commencement or recommencement date is on or prior to 1 January 2020, payments can be claimed for wages paid from 1 January 2020; or</li> <li>• where the Australian Apprenticeship commencement or recommencement date is after 1 January 2020, payments can be claimed for wages paid from the date of commencement or recommencement.</li> </ul>
<p><b>5. Re-engagement criteria (for recommending a displaced Australian Apprentice)</b></p>	<p>The re-engagement criteria supports Group Training Organisations to engage an apprentice or trainee where a small business is not able to retain the apprentice or trainee.</p> <p>A Group Training Organisation will meet the re-engagement criteria where:</p> <ul style="list-style-type: none"> <li>• the Australian Apprentice was undertaking an Australian Apprenticeship with a small business employer (as defined in <i>Section V.I.7 Small business</i>) on 1 March 2020; and</li> <li>• the Australian Apprentice was released from their Australian Apprenticeship with the small business employer after 1 March 2020; and</li> <li>• the Group Training Organisation has re-engaged the Australian Apprentice; and <ul style="list-style-type: none"> <li>○ continues the Australian Apprenticeship until the Australian Apprentice is placed with a suitable host employer; or</li> <li>○ places the Australian Apprentice with a suitable host employer (of any size); or</li> <li>○ suspends the Australian Apprenticeship until the Australian Apprentice is placed with a suitable host employer (of any size). In this situation, the Group Training Organisation will meet the eligibility criteria upon the Australian Apprentice’s return from suspension.</li> </ul> </li> </ul> <p>Where an Australian Apprentice is re-engaged by a Group Training Organisation in accordance with this section, the Group Training</p>

	<p>Organisation may retain the <i>Supporting Apprentices and Trainees through Group Training Organisations</i> payments, or may pass the payments (all or part) to the host employer.</p>
<p><b>6. Expanded GTO criteria</b></p>	<p><b>No change to host employer</b></p> <p>A Group Training Organisation will meet the Expanded GTO criteria where:</p> <ul style="list-style-type: none"> <li>• the Australian Apprentice was undertaking an Australian Apprenticeship with the Group Training Organisation, and was placed with a host employer of any size on 1 March 2020; and</li> <li>• the host employer is in receipt of the <i>JobKeeper Payment</i> for other employees employed by their business for the time period claimed; and</li> <li>• the Australian Apprentice has been paid a gross wage (as defined in <i>Section V.1.8 Gross wage</i>) of at least \$1,500 per fortnight for the time period claimed.</li> </ul> <p>The Group Training Organisation must pass on in full the <i>Supporting Apprentices and Trainees through Group Training Organisations</i> \$1,500 per fortnight payments to the host employer.</p> <p><b>Change to host employer</b></p> <p>A Group Training Organisation will meet the Expanded GTO criteria where:</p> <ul style="list-style-type: none"> <li>• the Australian Apprentice was undertaking an Australian Apprenticeship with the Group Training Organisation and was placed with a host employer of any size on 1 March 2020; and</li> <li>• the Australian Apprentice’s host employer no longer hosted the Australian Apprentice after 1 March 2020; and</li> <li>• the Group Training Organisation places the Australian Apprentice with another suitable host employer of any size; and</li> <li>• the subsequent host employer is in receipt of the <i>JobKeeper Payment</i> for other employees employed by their business for the time period claimed; and</li> <li>• the Australian Apprentice is paid a gross wage (as defined in <i>Section V.1.8 Gross wage</i>) of at least \$1,500 per fortnight for the time period claimed.</li> </ul>

	<p>The Group Training Organisation must pass on in full the <i>Supporting Apprentices and Trainees through Group Training Organisations</i> \$1,500 per fortnight payments to the host employer.</p> <p><b>Australian Apprentice with no host employer</b></p> <p>A Group Training Organisation will <u>not</u> meet the Expanded GTO criteria where:</p> <ul style="list-style-type: none"> <li>• the Australian Apprentice was undertaking an Australian Apprenticeship with the Group Training Organisation and was placed with a host employer of any size on 1 March 2020; and</li> <li>• the Australian Apprentice’s host employer no longer hosted the Australian Apprentice after 1 March 2020; and</li> <li>• the Group Training Organisation continues the Australian Apprenticeship until the Australian Apprentice is placed with a suitable host employer.</li> </ul> <p>In these circumstances, the Group Training Organisation may be eligible for <i>Supporting Apprentices and Trainees through Group Training Organisations</i> where they meet the:</p> <ul style="list-style-type: none"> <li>• retention criteria in <i>Section V.I.4 Retention criteria</i>; or</li> <li>• re-engagement criteria in <i>Section V.I.5 Re-engagement criteria</i>.</li> </ul> <p><b>Eligibility to claim</b></p> <p>Where a Group Training Organisation meets the Expanded GTO criteria, they will be eligible to claim <i>Supporting Apprentices and Trainees through Group Training Organisations</i> as follows:</p> <ul style="list-style-type: none"> <li>• from 1 April 2020; or</li> <li>• from the date the employer is in receipt of the <i>JobKeeper Payment</i> for other employees employed by their business (where this is after 1 April 2020).</li> </ul>
<p><b>7. Small business</b></p>	<p>To be eligible for the <i>Supporting Apprentices and Trainees through Group Training Organisations</i> 50 per cent wage subsidy, the Australian Apprentice must have been placed with a host employer that employs fewer than 20 people, as at 1 March 2020.</p> <p>Information on the number of people employed by a business will be collected on the <i>Supporting Apprentices and Trainees Claim Form</i></p>

	when a claim is lodged for <i>Supporting Apprentices and Trainees through Group Training Organisations</i> .
<b>8. Gross wage</b>	For the purposes of <i>Supporting Apprentices and Trainees through Group Training Organisations</i> , 'gross wage' is defined as: <ul style="list-style-type: none"> <li>the total amount an employer pays an Australian Apprentice, including allowances, overtime, penalty rates and any other amount, before any deductions are made.</li> </ul>
<b>9. Early successful completions</b>	An Australian Apprentice who successfully completes prior to the effect date will attract <i>Supporting Apprentice and Trainees through Group Training Organisations</i> until the date of successful completion.
<b>10. Cancellations</b>	Where an Australian Apprenticeship is cancelled, the Group Training Organisation will not be eligible to attract <i>Supporting Apprentices and Trainees through Group Training Organisations</i> if they subsequently re-engage the same Australian Apprentice.  Where an Australian Apprenticeship is cancelled, the Group Training Organisation may be eligible to attract <i>Supporting Apprentices and Trainees through Group Training Organisations</i> where they retain or re-engage a different Australian Apprentice.
<b>11. Suspensions</b>	Where an Australian Apprenticeship is suspended, the Group Training Organisation will be eligible for <i>Supporting Apprentices and Trainees through Group Training Organisations</i> upon the Australian Apprentice's return from suspension where there was a period of less than six months between the date of suspension and the date of return from suspension.  Where an Australian Apprentice is suspended, the Group Training Organisation will not be eligible for <i>Supporting Apprentices and Trainees through Group Training Organisations</i> upon the Australian Apprentice's return from suspension where six months or more has lapsed between the date of suspension and the date of return from suspension.  Where an Australian Apprenticeship is suspended, and the period of suspension includes 1 March 2020, the Australian Apprentice will not be eligible to attract <i>Supporting Apprentices and Trainees</i>

	<p><i>through Group Training Organisations</i> for the Group Training Organisation.</p>
<p><b>12. Specific exclusions</b></p>	<p>For the same time period, a Group Training Organisation will not be eligible for <i>Supporting Apprentices and Trainees through Group Training Organisations</i> where they have received, or are in receipt of:</p> <ul style="list-style-type: none"> <li>• <i>Extension of Supporting Apprentices and Trainees through Group Training Organisations</i>; or</li> <li>• the Australian Apprentice Wage Subsidy; or</li> <li>• equivalent Australian Government wage subsidy for the same Australian Apprentice.</li> </ul> <p>A Group Training Organisation will not be eligible for <i>Supporting Apprentices and Trainees through Group Training Organisations</i> where they are in receipt of the <i>JobKeeper Payment</i> in their own right for their own employees.</p>
<p><b>13. Effect date</b></p>	<p><b>50 per cent wage subsidy</b></p> <p>Eligible Group Training Organisations will be able to claim reimbursement of 50 per cent of the wages paid, at intervals of at least three months in arrears.</p> <p>First claims will cover the period 1 January 2020 to 31 March 2020.</p> <p><b>\$1,500 per fortnight payment</b></p> <p>Eligible Group Training Organisations will be able to claim the \$1,500 per fortnight payment at intervals of at least three months in arrears for wages paid up to 30 September 2020.</p> <p>First claims will cover the period 1 April 2020 to 30 June 2020.</p>
<p><b>14. Claiming payments</b></p>	<p>An eligible Group Training Organisation should claim <i>Supporting Apprentices and Trainees through Group Training Organisations</i> using the <i>Supporting Apprentices and Trainees through Group Training Organisations Claim Form</i>.</p> <p>An eligible Group Training Organisation may not lodge the <i>Supporting Apprentices and Trainees through Group Training Organisations Claim Form</i> until:</p>

	<ul style="list-style-type: none"> <li>• the STA has approved the Training Contract; and</li> <li>• training has commenced; and</li> <li>• on or after the effect date.</li> </ul> <p>Training is deemed to have commenced when the employer, Australian Apprentice and RTO sign an agreed individual training plan for the Australian Apprenticeship.</p> <p>Evidence that the training has commenced may be in the form of:</p> <ul style="list-style-type: none"> <li>• a copy of the signed training plan (or jurisdictional equivalent); or</li> <li>• written advice from the RTO indicating the parties to the training plan and the date signed; or</li> <li>• a fully completed <i>RTO Declaration for Australian Government Australian Apprenticeships Employer Incentives (Form 1237)</i> stating that a negotiated training plan has been signed; or</li> <li>• evidence from the STA that the training plan has been completed.</li> </ul> <p>Where evidence that the training has commenced has been previously submitted (e.g. as evidence when making a claim for another payment available under the Program), it does not need to be attached to the claim for <i>Supporting Apprentices and Trainees through Group Training Organisations</i>.</p> <p>The following evidence must also be attached to the claim:</p> <ul style="list-style-type: none"> <li>• payroll prints, time and wages sheet or payslips for each pay period included in the claim which confirms the gross wage paid to the Australian Apprentice; and</li> <li>• a written statement confirming that the payment will be forwarded to the host employer (where required).</li> </ul>
<p><b>15. Time limits for claiming</b></p>	<p>A Group Training Organisation must lodge all claims for <i>Supporting Apprentices and Trainees through Group Training Organisations</i> with their Apprenticeship Network Provider by:</p> <ul style="list-style-type: none"> <li>• 31 December 2020, if the Group Training Organisation meets the Expanded GTO criteria in <i>Section V.I.6 Expanded GTO criteria</i>; or</li> <li>• 30 June 2021, if the Group Training Organisation meets:</li> </ul>

	<ul style="list-style-type: none"> <li>○ the retention criteria in <i>Section V.I.4 Retention criteria</i>; or</li> <li>○ re-engagement criteria in <i>Section V.I.5 Re-engagement criteria</i>.</li> </ul> <p><i>Supporting Apprentices and Trainees through Group Training Organisations</i> is not payable if a Group Training Organisation does not lodge a claim with an Apprenticeship Network Provider within the specified time limit.</p>
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## J. Extension of Supporting Apprentices and Trainees (through direct employment)

<p><b>1. Overview</b></p>	<p>The <i>Supporting Apprentices and Trainees</i> measure is set out in four separate sections of the Guidelines:</p> <ul style="list-style-type: none"> <li>• <i>V.H Supporting Apprentices and Trainees (through direct employment)</i></li> <li>• <i>V.I Supporting Apprentices and Trainees through Group Training Organisations</i></li> <li>• <i>V.J Extension of Supporting Apprentices and Trainees (through direct employment)</i></li> <li>• <i>V.K Extension of Supporting Apprentices and Trainees through Group Training Organisations</i></li> </ul> <p><i>Extension of Supporting Apprentices and Trainees (through direct employment)</i> supports small and medium businesses to retain apprentices and trainees, as well as employers to re-engage apprentices and trainees where a small or medium business is not able to retain them.</p> <p><i>Extension of Supporting Apprentices and Trainees (through direct employment)</i> is in addition to other payments available to employers under the Australian Apprenticeships Incentives Program.</p>
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	Specific exclusions for <i>Extension of Supporting Apprentices and Trainees (through direct employment)</i> are specified at <i>Section V.J.11 Specific exclusions</i> .
<b>2. Rate</b>	<p><i>Extension of Supporting Apprentices and Trainees (through direct employment)</i> reimburses 50 per cent of the Australian Apprentice's gross wage, over the nine-month period 1 July 2020 to 31 March 2021.</p> <p>Employers will be reimbursed up to a maximum of \$7,000 per quarter, per eligible Australian Apprentice.</p>
<b>3. Eligibility criteria</b>	<p>For an employer to be eligible for <i>Extension of Supporting Apprentices and Trainees (through direct employment)</i>, the Australian Apprentice must:</p> <ul style="list-style-type: none"> <li>• be undertaking a Certificate II or higher qualification; and</li> <li>• meet the following eligibility criteria from Section III Primary Eligibility: <ul style="list-style-type: none"> <li>○ A. Employment and Training Arrangements; and</li> <li>○ B. Citizenship Status; and</li> </ul> </li> <li>• have a Training Contract that is formally approved by the STA; and</li> <li>• meet the retention criteria in <i>Section V.J.4 Retention criteria</i>; or</li> <li>• meet the re-engagement criteria in <i>Section V.J.5 Re-engagement criteria</i>.</li> </ul>
<b>4. Retention criteria</b>	<p>The retention criteria support small and medium business to retain their apprentice or trainee.</p> <p>An employer will meet the retention criteria where:</p> <ul style="list-style-type: none"> <li>• the employer is a small or medium business as defined in <i>Section V.J.6 Small or medium business</i>; and</li> <li>• the Australian Apprentice was undertaking an Australian Apprenticeship with the employer on 1 July 2020.</li> </ul>
<b>5. Re-engagement criteria</b>	<p>The re-engagement criteria support employers to engage an apprentice or trainee where a small or medium business is not able to retain the apprentice or trainee.</p>

	<p>An employer will meet the re-engagement criteria where:</p> <ul style="list-style-type: none"> <li>• the Australian Apprentice was undertaking an Australian Apprenticeship with a small or medium business employer (as defined in <i>Section V.J.6 Small or medium business</i>) on 1 July 2020; and</li> <li>• the Australian Apprentice was released from their Australian Apprenticeship with the small or medium business employer after 1 July 2020; and</li> <li>• a subsequent employer of any size has re-engaged the Australian Apprentice.</li> </ul> <p>Where an employer meets the re-engagement criteria, they will be eligible to claim <i>Extension of Supporting Apprentices and Trainees (through direct employment)</i> from the date of recommencement.</p>
<b>6. Small or medium business</b>	<p>To be eligible for <i>Extension of Supporting Apprentices and Trainees (through direct employment)</i>, the Australian Apprentice must have been employed by a business that employs fewer than 200 people, as at 1 July 2020.</p> <p>Information on the number of people employed by a business will be collected on the <i>Supporting Apprentices and Trainees Claim Form</i> when a claim is lodged for <i>Extension of Supporting Apprentices and Trainees (through direct employment)</i>.</p>
<b>7. Gross wage</b>	<p>For the purposes of <i>Extension of Supporting Apprentices and Trainees (through direct employment)</i>, 'gross wage' is defined as:</p> <ul style="list-style-type: none"> <li>• the total amount an employer pays an Australian Apprentice, including allowances, overtime, penalty rates and any other amount, before any deductions are made.</li> </ul>
<b>8. Early successful completions</b>	<p>An Australian Apprentice who successfully completes prior to the effect date will attract <i>Extension of Supporting Apprentices and Trainees (through direct employment)</i> for their employer until the date of successful completion.</p>
<b>9. Cancellations</b>	<p>Where an Australian Apprenticeship is cancelled, and the Australian Apprentice subsequently recommences with the same</p>

	<p>employer, the employer will not be eligible to attract <i>Extension of Supporting Apprentices and Trainees (through direct employment)</i>.</p> <p>Where an Australian Apprenticeship is cancelled, the employer will not be eligible to attract <i>Extension of Supporting Apprentices and Trainees (through direct employment)</i> if they re-engage another Australian Apprentice in accordance with the criteria outlined in <i>Section V.J.5 Re-engagement criteria</i>.</p> <p>Where an Australian Apprenticeship is cancelled, and the Australian Apprentice recommences with a subsequent employer, the subsequent employer may be eligible to attract <i>Extension of Supporting Apprentices and Trainees (through direct employment)</i>, subject to meeting the re-engagement criteria in <i>Section V.J.5 Re-engagement criteria</i>.</p>
<p><b>10. Suspensions</b></p>	<p>Where an Australian Apprenticeship is suspended, and the period of suspension includes 1 July 2020, the Australian Apprentice will not be eligible to attract <i>Extension of Supporting Apprentices and Trainees (through direct employment)</i> for their employer.</p> <p>Where an Australian Apprenticeship is suspended after 1 July 2020 and the Australian Apprentice subsequently returns to the same employer, the employer will be eligible for <i>Extension of Supporting Apprentices and Trainees (through direct employment)</i> where there was a period of less than six months between the date of suspension and the date of recommencement.</p> <p>Where an Australian Apprenticeship is suspended after 1 July 2020 and the Australian Apprentice subsequently returns to the same employer, the employer will not be eligible for <i>Extension of Supporting Apprentices and Trainees (through direct employment)</i> where six months or more has lapsed between the date of suspension and the date of recommencement.</p>
<p><b>11. Specific exclusions</b></p>	<p>For the same time period, an employer will not be eligible for <i>Extension of Supporting Apprentices and Trainees (through direct employment)</i> where the employer has received, or is in receipt of:</p> <ul style="list-style-type: none"> <li>• <i>Supporting Apprentices and Trainees (through direct employment)</i>;</li> </ul>

	<ul style="list-style-type: none"> <li>• the Australian Apprentice Wage Subsidy; or</li> <li>• equivalent Australian Government wage subsidy for the same Australian Apprentice.</li> </ul>
<p><b>12. Effect date</b></p>	<p>Eligible employers will be able to claim reimbursement of 50 per cent of the wages paid, at intervals of at least three months in arrears.</p> <p>First claims will cover the period 1 July 2020 to 30 September 2020.</p>
<p><b>13. Claiming</b> <i>Extension of Supporting Apprentices and Trainees (through direct employment)</i></p>	<p>An eligible employer should claim <i>Extension of Supporting Apprentices and Trainees (through direct employment)</i> using the <i>Supporting Apprentices and Trainees Claim Form</i>.</p> <p>An eligible employer may not lodge the <i>Supporting Apprentices and Trainees Claim Form</i> until:</p> <ul style="list-style-type: none"> <li>• the STA has approved the Training Contract; and</li> <li>• training has commenced; and</li> <li>• on or after the effect date.</li> </ul> <p>Training is deemed to have commenced when the employer, Australian Apprentice and RTO sign an agreed individual training plan for the Australian Apprenticeship.</p> <p>Evidence that the training has commenced may be in the form of:</p> <ul style="list-style-type: none"> <li>• a copy of the signed training plan (or jurisdictional equivalent); or</li> <li>• written advice from the RTO indicating the parties to the training plan and the date signed; or</li> <li>• a fully completed <i>RTO Declaration for Australian Government Australian Apprenticeships Employer Incentives (Form 1237)</i> stating that a negotiated training plan has been signed; or</li> <li>• evidence from the STA that the training plan has been completed.</li> </ul> <p>Where evidence that the training has commenced has been previously submitted (e.g. as evidence when making a claim for another payment available under the Program), it does not need to</p>

	<p>be attached to the claim for <i>Extension of Supporting Apprentices and Trainees (through direct employment)</i>.</p> <p>The following evidence must also be attached to the claim:</p> <ul style="list-style-type: none"> <li>• payroll prints, time and wages sheet or payslips for each pay period included in the claim which confirms the gross wage paid to the Australian Apprentice.</li> </ul>
<p><b>14. Time limits for claiming <i>Extension of Supporting Apprentices and Trainees (through direct employment)</i></b></p>	<p>An employer must lodge all claims for <i>Extension of Supporting Apprentices and Trainees (through direct employment)</i> with their Apprenticeship Network Provider by 30 June 2021.</p> <p><i>Extension of Supporting Apprentices and Trainees (through direct employment)</i> is not payable if an employer does not lodge a claim with an Apprenticeship Network Provider within the specified time limit.</p>

## K. Extension of Supporting Apprentices and Trainees through Group Training Organisations

<p><b>1. Overview</b></p>	<p>The <i>Supporting Apprentices and Trainees</i> measure is set out in four separate sections of the Guidelines:</p> <ul style="list-style-type: none"> <li>• <i>V.H Supporting Apprentices and Trainees (through direct employment)</i></li> <li>• <i>V.I Supporting Apprentices and Trainees through Group Training Organisations</i></li> <li>• <i>V.J Extension of Supporting Apprentices and Trainees (through direct employment)</i></li> <li>• <i>V.K Extension of Supporting Apprentices and Trainees through Group Training Organisations</i></li> </ul> <p><i>Extension of Supporting Apprentices and Trainees through Group Training Organisations</i> supports Group Training Organisations to retain and re-engage apprentices and trainees where they are at risk of losing their attachment to a workplace that is no longer able to continue their apprenticeship or traineeship.</p>
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	<p><i>Extension of Supporting Apprentices and Trainees through Group Training Organisations</i> is in addition to other payments available to Group Training Organisations under the Australian Apprenticeships Incentives Program.</p> <p>Specific exclusions for <i>Extension of Supporting Apprentices and Trainees through Group Training Organisations</i> are specified at <i>Section V.K.12 Specific exclusions</i>.</p>
<p><b>2. Rate</b></p>	<p><b>50 per cent wage subsidy</b></p> <p><i>Extension of Supporting Apprentices and Trainees through Group Training Organisations</i> reimburses 50 per cent of the Australian Apprentice’s gross wage,</p> <ul style="list-style-type: none"> <li>• over the nine-month period 1 July 2020 to 31 March 2021 where the Group Training Organisation meets the: <ul style="list-style-type: none"> <li>○ retention criteria in <i>Section V.K.4 Retention criteria</i>;</li> <li>or</li> <li>○ re-engagement criteria in <i>Section V.K.5 Re-engagement criteria</i>.</li> </ul> </li> <li>• from 1 October 2020 where the Group Training Organisation meets the: <ul style="list-style-type: none"> <li>○ Expanded GTO criteria in <i>Section V.K.6 Expanded GTO criteria</i>.</li> </ul> </li> </ul> <p>Group Training Organisations will be reimbursed up to a maximum of \$7,000 per quarter, per eligible Australian Apprentice.</p> <p><b>\$1,500 per fortnight payment</b></p> <p><i>Extension of Supporting Apprentices and Trainees through Group Training Organisations</i> is paid at \$1,500 per fortnight, over the period 1 July 2020 to 30 September 2020 where the Group Training Organisation meets the:</p> <ul style="list-style-type: none"> <li>• Expanded GTO criteria in <i>Section V.K.6 Expanded GTO criteria</i>.</li> </ul>
<p><b>3. Eligibility criteria</b></p>	<p>For a Group Training Organisation to be eligible for <i>Extension of Supporting Apprentices and Trainees through Group Training Organisations</i>, the Australian Apprentice must:</p>

	<ul style="list-style-type: none"> <li>• be undertaking a Certificate II or higher qualification; and</li> <li>• meet the following eligibility criteria from Section III Primary Eligibility: <ul style="list-style-type: none"> <li>○ A. Employment and Training Arrangements; and</li> <li>○ B. Citizenship Status; and</li> </ul> </li> <li>• have a Training Contract that is formally approved by the STA; and</li> <li>• meet the retention criteria in <i>Section V.K.4 Retention criteria</i>; or</li> <li>• meet the re-engagement criteria in <i>Section V.K.5 Re-engagement criteria</i>; or</li> <li>• meet the Expanded GTO criteria in <i>Section V.K.6 Expanded GTO criteria</i>.</li> </ul>
<p><b>4. Retention criteria (for existing apprentices)</b></p>	<p>The retention criteria support small or medium businesses to retain their apprentice or trainee.</p> <p><b>No change to host employer</b></p> <p>A Group Training Organisation will meet the retention criteria where:</p> <ul style="list-style-type: none"> <li>• the Australian Apprentice was undertaking an Australian Apprenticeship with the Group Training Organisation and was placed with a small or medium business (as defined in <i>Section V.K.7 Small or medium business</i>) host employer on 1 July 2020.</li> </ul> <p>The Group Training Organisation must pass on in full the <i>Extension of Supporting Apprentices and Trainees through Group Training Organisations</i> payments to the host employer.</p> <p><b>Australian Apprentice with no host employer</b></p> <p>A Group Training Organisation will be eligible for <i>Extension of Supporting Apprentices and Trainees through Group Training Organisations</i> where:</p> <ul style="list-style-type: none"> <li>• the Australian Apprentice was undertaking an Australian Apprenticeship with the Group Training Organisation, and</li> </ul>

	<p>was placed with a small or medium business (as defined in <i>Section V.K.7 Small or medium business</i>) host employer on 1 July 2020; and</p> <ul style="list-style-type: none"> <li>• the Australian Apprentice’s small or medium business host employer no longer hosted the Australian Apprentice after 1 July 2020; and</li> <li>• the Group Training Organisation continues the Australian Apprenticeship until the Australian Apprentice is placed with a suitable host employer.</li> </ul> <p>The Group Training Organisation will retain the <i>Extension of Supporting Apprentices and Trainees through Group Training Organisations</i> payments over this period.</p> <p><b>Change to host employer</b></p> <p>A Group Training Organisation will be eligible for <i>Extension of Supporting Apprentices and Trainees through Group Training Organisations</i> where:</p> <ul style="list-style-type: none"> <li>• the Australian Apprentice was undertaking an Australian Apprenticeship with the Group Training Organisation, and was placed with a small or medium business (as defined in <i>Section V.K.7 Small or medium business</i>) host employer on 1 July 2020; and</li> <li>• the Australian Apprentice’s small or medium business host employer no longer hosted the Australian Apprentice after 1 July 2020; and</li> <li>• the Group Training Organisation places the Australian Apprentice with another suitable host employer (of any size).</li> </ul> <p>The Group Training Organisation must pass on in full the <i>Extension of Supporting Apprentices and Trainees through Group Training Organisations</i> payments to the host employer.</p>
<p><b>5. Re-engagement criteria (for recommencing</b></p>	<p>The re-engagement criteria support Group Training Organisations to engage an apprentice or trainee where a small or medium business is not able to retain the apprentice or trainee.</p>

<p><b>a displaced Australian Apprentice)</b></p>	<p>A Group Training Organisation will meet the re-engagement criteria where:</p> <ul style="list-style-type: none"> <li>• the Australian Apprentice was undertaking an Australian Apprenticeship with a small or medium business employer (as defined in <i>Section V.K.7 Small or medium business</i>) on 1 July 2020; and</li> <li>• the Australian Apprentice was released from their Australian Apprenticeship with the small or medium business employer after 1 July 2020; and</li> <li>• the Group Training Organisation has re-engaged the Australian Apprentice; and <ul style="list-style-type: none"> <li>○ continues the Australian Apprenticeship until the Australian Apprentice is placed with a suitable host employer; or</li> <li>○ places the Australian Apprentice with a suitable host employer (of any size); or</li> <li>○ suspends the Australian Apprenticeship until the Australian Apprentice is placed with a suitable host employer (of any size). In this situation, the Group Training Organisation will meet the eligibility criteria upon the Australian Apprentice’s return from suspension.</li> </ul> </li> </ul> <p>Where an Australian Apprentice is re-engaged by a Group Training Organisation in accordance with this section, the Group Training Organisation may retain the <i>Extension of Supporting Apprentices and Trainees through Group Training Organisations</i> payments or may pass the payments (all or part) to the host employer.</p>
<p><b>6. Expanded GTO criteria</b></p>	<p><b>No change to host employer</b></p> <p><u>For wages paid from 1 July 2020 to 30 September 2020</u></p> <p>A Group Training Organisation will meet the Expanded GTO criteria where:</p> <ul style="list-style-type: none"> <li>• the Australian Apprentice was undertaking an Australian Apprenticeship with the Group Training Organisation, and</li> </ul>

	<p>was placed with a host employer of any size on 1 July 2020; and</p> <ul style="list-style-type: none"> <li>• the host employer is in receipt of the <i>JobKeeper Payment</i> for other employees employed by their business for the time period claimed; and</li> <li>• the Australian Apprentice has been paid a gross wage (as defined in <i>Section V.K.8 Gross wage</i>) of at least \$1,500 per fortnight for the time period claimed.</li> </ul> <p>The Group Training Organisation must pass on in full the <i>Extension of Supporting Apprentices and Trainees through Group Training Organisations</i> \$1,500 per fortnight payments to the host employer.</p> <p><u>For wages paid from 1 October 2020</u></p> <p>A Group Training Organisation will meet the Expanded GTO criteria where:</p> <ul style="list-style-type: none"> <li>• the Australian Apprentice was undertaking an Australian Apprenticeship with the Group Training Organisation, and was placed with a large business host employer on 1 July 2020; and</li> <li>• the large business host employer was in receipt of the <i>JobKeeper Payment</i> for other employees employed by their business on 1 July 2020 and for the time period claimed.</li> </ul> <p>The Group Training Organisation must pass on in full the <i>Extension of Supporting Apprentices and Trainees through Group Training Organisations</i> 50 per cent wage subsidy payments to the large business host employer.</p> <p><b>Change to host employer</b></p> <p><u>For wages paid from 1 July 2020 to 30 September 2020</u></p> <p>A Group Training Organisation will meet the Expanded GTO criteria where:</p> <ul style="list-style-type: none"> <li>• the Australian Apprentice was undertaking an Australian Apprenticeship with the Group Training Organisation and was placed with a host employer of any size on 1 July 2020; and</li> </ul>
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	<ul style="list-style-type: none"> <li>• the host employer was in receipt of the <i>JobKeeper Payment</i> for other employees employed by their business for the time period claimed; and</li> <li>• the Australian Apprentice’s host employer no longer hosted the Australian Apprentice after 1 July 2020; and</li> <li>• the Group Training Organisation places the Australian Apprentice with another suitable host employer of any size; and</li> <li>• the subsequent host employer is in receipt of the <i>JobKeeper Payment</i> for other employees employed by their business for the time period claimed; and</li> <li>• the Australian Apprentice is paid a gross wage (as defined in <i>Section V.K.8 Gross wage</i>) of at least \$1,500 per fortnight.</li> </ul> <p>The Group Training Organisation must pass on in full the <i>Extension of Supporting Apprentices and Trainees through Group Training Organisations</i> \$1,500 per fortnight payments to the host employer.</p> <p><u>For wages paid from 1 October 2020</u></p> <p>A Group Training Organisation will meet the Expanded GTO criteria where:</p> <ul style="list-style-type: none"> <li>• the Australian Apprentice was undertaking an Australian Apprenticeship with the Group Training Organisation and was placed with a host employer of any size on 1 July 2020; and</li> <li>• the host employer was in receipt of the <i>JobKeeper Payment</i> for other employees employed by their business for the time period claimed; and</li> <li>• the Australian Apprentice’s host employer no longer hosted the Australian Apprentice after 1 July 2020; and</li> <li>• the Group Training Organisation places the Australian Apprentice with another suitable host employer of any size; and</li> </ul>
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	<ul style="list-style-type: none"> <li>the subsequent host employer is in receipt of the <i>JobKeeper Payment</i> for other employees employed by their business for the time period claimed.</li> </ul> <p>The Group Training Organisation must pass on in full the <i>Extension of Supporting Apprentices and Trainees through Group Training Organisations</i> 50 per cent wage subsidy payments to the host employer.</p> <p><b>Australian Apprentice with no host employer</b></p> <p>A Group Training Organisation will <u>not</u> meet the Expanded GTO criteria where:</p> <ul style="list-style-type: none"> <li>the Australian Apprentice was undertaking an Australian Apprenticeship with the Group Training Organisation and was placed with a large business host employer on 1 July 2020; and</li> <li>the Australian Apprentice’s host employer no longer hosted the Australian Apprentice after 1 July 2020; and</li> <li>the Group Training Organisation continues the Australian Apprenticeship until the Australian Apprentice is placed with a suitable host employer.</li> </ul>
<p><b>7. Small or medium business</b></p>	<p>To be eligible for the <i>Extension of Supporting Apprentices and Trainees through Group Training Organisations</i> 50 per cent wage subsidy, the Australian Apprentice must have been placed with a host employer that employs fewer than 200 people, as at 1 July 2020.</p> <p>Information on the number of people employed by a business will be collected on the <i>Supporting Apprentices and Trainees Claim Form</i> when a claim is lodged for <i>Extension of Supporting Apprentices and Trainees through Group Training Organisations</i>.</p>
<p><b>8. Gross wage</b></p>	<p>For the purposes of <i>Extension of Supporting Apprentices and Trainees through Group Training Organisations</i>, ‘gross wage’ is defined as:</p>

	<ul style="list-style-type: none"> <li>the total amount an employer pays an Australian Apprentice, including allowances, overtime, penalty rates and any other amount, before any deductions are made.</li> </ul>
<b>9. Early successful completions</b>	An Australian Apprentice who successfully completes prior to the effect date will attract <i>Extension of Supporting Apprentices and Trainees through Group Training Organisations</i> until the date of successful completion.
<b>10. Cancellations</b>	<p>Where an Australian Apprenticeship is cancelled, the Group Training Organisation will not be eligible to attract <i>Extension of Supporting Apprentices and Trainees through Group Training Organisations</i> if they subsequently re-engage the same Australian Apprentice.</p> <p>Where an Australian Apprenticeship is cancelled, the Group Training Organisation may be eligible to attract <i>Extension of Supporting Apprentices and Trainees through Group Training Organisations</i> where they retain or re-engage a different Australian Apprentice.</p>
<b>11. Suspensions</b>	<p>Where an Australian Apprenticeship is suspended, the Group Training Organisation will be eligible for <i>Extension of Supporting Apprentices and Trainees through Group Training Organisations</i> upon the Australian Apprentice's return from suspension where there was a period of less than six months between the date of suspension and the date of return from suspension.</p> <p>Where an Australian Apprenticeship is suspended, the Group Training Organisation will not be eligible for <i>Extension of Supporting Apprentices and Trainees through Group Training Organisations</i> upon the Australian Apprentice's return from suspension where six months or more has lapsed between the date of suspension and the date of return from suspension.</p> <p>Where an Australian Apprenticeship is suspended, and the period of suspension includes 1 July 2020, the Australian Apprentice will not be eligible to attract <i>Extension of Supporting Apprentices and Trainees through Group Training Organisations</i> for the Group Training Organisation.</p>

<p><b>12. Specific exclusions</b></p>	<p>For the same time period, a Group Training Organisation will not be eligible for <i>Extension of Supporting Apprentices and Trainees through Group Training Organisations</i> where they have received or are in receipt of:</p> <ul style="list-style-type: none"> <li>• <i>Supporting Apprentices and Trainees through Group Training Organisations</i>;</li> <li>• the Australian Apprentice Wage Subsidy; or</li> <li>• equivalent Australian Government wage subsidy for the same Australian Apprentice.</li> </ul> <p>A Group Training Organisation will not be eligible for <i>Extension of Supporting Apprentices and Trainees through Group Training Organisations</i> where they are in receipt of the <i>JobKeeper Payment</i> in their own right for their own employees.</p>
<p><b>13. Effect date</b></p>	<p><b>50 per cent wage subsidy</b></p> <p>Eligible Group Training Organisations will be able to claim reimbursement of 50 per cent of the wages paid, at intervals of at least three months in arrears.</p> <p>First claims will cover the period 1 July 2020 to 30 September 2020.</p> <p><b>\$1,500 per fortnight payment</b></p> <p>Eligible Group Training Organisations will be able to claim the \$1,500 per fortnight payment at intervals of at least three months in arrears.</p> <p>First claims will cover the period 1 July 2020 to 30 September 2020.</p>
<p><b>14. Claiming payments</b></p>	<p>An eligible Group Training Organisation should claim <i>Extension of Supporting Apprentices and Trainees through Group Training Organisations</i> using the <i>Supporting Apprentices and Trainees through Group Training Organisations Claim Form</i>.</p> <p>An eligible Group Training Organisation may not lodge the <i>Supporting Apprentices and Trainees through Group Training Organisations Claim Form</i> until:</p> <ul style="list-style-type: none"> <li>• the STA has approved the Training Contract; and</li> <li>• training has commenced; and</li> </ul>

	<ul style="list-style-type: none"> <li>• on or after the effect date.</li> </ul> <p>Training is deemed to have commenced when the employer, Australian Apprentice and RTO sign an agreed individual training plan for the Australian Apprenticeship.</p> <p>Evidence that the training has commenced may be in the form of:</p> <ul style="list-style-type: none"> <li>• a copy of the signed training plan (or jurisdictional equivalent); or</li> <li>• written advice from the RTO indicating the parties to the training plan and the date signed; or</li> <li>• a fully completed <i>RTO Declaration for Australian Government Australian Apprenticeships Employer Incentives (Form 1237)</i> stating that a negotiated training plan has been signed; or</li> <li>• evidence from the STA that the training plan has been completed.</li> </ul> <p>Where evidence that the training has commenced has been previously submitted (e.g. as evidence when making a claim for another payment available under the Program), it does not need to be attached to the claim for <i>Extension of Supporting Apprentices and Trainees through Group Training Organisations</i>.</p> <p>The following evidence must also be attached to the claim:</p> <ul style="list-style-type: none"> <li>• payroll prints, time and wages sheet or payslips for each pay period included in the claim which confirms the gross wage paid to the Australian Apprentice; and</li> <li>• a written statement confirming that the payment will be forwarded to the host employer (where required).</li> </ul>
<p><b>15. Time limits for claiming</b></p>	<p>A Group Training Organisation must lodge all claims <i>Extension of Supporting Apprentices and Trainees through Group Training Organisations</i> with their Apprenticeship Network Provider by 30 June 2021.</p> <p><i>Extension of Supporting Apprentices and Trainees through Group Training Organisations</i> is not payable if a Group Training</p>

	Organisation does not lodge a claim with an Apprenticeship Network Provider within the specified time limit.
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## L. Boosting Apprenticeship Commencements

<p><b>1. Overview</b></p>	<p>The <i>Boosting Apprenticeship Commencements</i> measure aims to support employers and Group Training Organisations to take on new apprentices and trainees to build a pipeline of skilled workers to support sustained economic recovery.</p> <p><i>Boosting Apprenticeship Commencements</i> is in addition to other payments available to employers under the Australian Apprenticeships Incentives Program.</p> <p>Consistent with <i>Section I.B General Administrative Issues</i>, the Department reserves the right to withhold, refuse or require repayment where there has been fraud or manipulation, such as an employer cancelling their Australian Apprentice, to access <i>Boosting Apprenticeship Commencements</i> payments, which would otherwise not have been payable. Manipulation includes, but is not limited to, releasing an Australian Apprentice and re-engaging the same Australian Apprentice, releasing an Australian Apprentice and engaging a new Australian Apprentice in order to claim <i>Boosting Apprenticeship Commencements</i>, or coercing or directing an employee to commence an Australian Apprenticeship.</p>
<p><b>2. Rate</b></p>	<p><b>50 per cent wage subsidy</b></p> <p><i>Boosting Apprenticeship Commencements</i> reimburses 50 per cent of the Australian Apprentice's gross wage, for wages paid from 5 October 2020 to 30 September 2021.</p> <p>Employers and Group Training Organisations will be reimbursed up to a maximum of \$7,000 per quarter, per eligible Australian Apprentice.</p> <p>Group Training Organisations must pass on in full the <i>Boosting Apprenticeship Commencements</i> payments to the host employer.</p>

	<p>Where an Australian Apprentice is no longer hosted to a host employer, the Group Training Organisation will retain the <i>Boosting Apprenticeship Commencements</i> payments over this period while they remain employed by the Group Training Organisation.</p>
<b>3a. Eligibility criteria</b>	<p><i>Boosting Apprenticeship Commencements</i> is only available to the first 100,000 Australian Apprentices who commence or recommence with an employer or host employer of any size, including Group Training Organisations, on or after 5 October 2020.</p> <p>For an employer to be eligible for <i>Boosting Apprenticeship Commencements</i>, the Australian Apprentice must:</p> <ul style="list-style-type: none"> <li>• be undertaking a Certificate II or higher qualification; and</li> <li>• meet the following eligibility criteria from Section III Primary Eligibility: <ul style="list-style-type: none"> <li>○ A. Employment and Training Arrangements; and</li> <li>○ B. Citizenship Status; and</li> <li>○ C. Existing Worker, unless specified in <i>Section V.L.3b Existing Worker</i>.</li> </ul> </li> <li>• have a Training Contract that is formally approved by the STA.</li> </ul> <p>Specific exclusions for <i>Boosting Apprenticeship Commencements</i> is specified in <i>Section V.L.8 Specific exclusions</i>.</p>
<b>3b. Existing Worker</b>	<p>An existing worker is only eligible to attract the <i>Boosting Apprenticeship Commencements</i> payment for an employer, where the existing worker:</p> <ul style="list-style-type: none"> <li>• commences in a trades-based Australian Apprenticeship; or</li> <li>• transfers from a casual employment arrangement to a part-time or full-time Australian Apprenticeship. Limits apply as specified in <i>Section V.L.3c Limits</i>; or</li> <li>• transfers from a part-time employment arrangement to a full-time Australian Apprenticeship. Limits apply as specified in <i>Section V.L.3c Limits</i>.</li> </ul>
<b>3c. Limits</b>	<p>An employer or host employer (if using a Group Training Organisation), identified by ABN, will be eligible for the <i>Boosting</i></p>

	<p><i>Apprenticeship Commencements</i> payment for up to 30 existing worker Australian Apprentices:</p> <ul style="list-style-type: none"> <li>• where an existing worker transfers from a casual employment arrangement to a part-time or full-time Australian Apprenticeship; or</li> <li>• where an existing worker transfers from a part-time employment arrangement to a full-time Australian Apprenticeship.</li> </ul> <p>No limit will apply where the existing worker is undertaking a trades-based Australian Apprenticeship.</p> <p>Limits apply for commencements from 28 October 2020.</p>
<b>4. Gross wage</b>	<p>For the purposes of <i>Boosting Apprenticeship Commencements</i>, 'gross wage' is defined as:</p> <ul style="list-style-type: none"> <li>• the total amount an employer pays an Australian Apprentice, including allowances, overtime, penalty rates and any other amount, before any deductions are made.</li> </ul>
<b>5. Early successful completions</b>	<p>An Australian Apprentice who successfully completes prior to the effect date will attract <i>Boosting Apprenticeship Commencements</i> for their employer until the date of successful completion.</p>
<b>6. Cancellations</b>	<p>Where an Australian Apprenticeship is cancelled, the employer will be eligible to attract <i>Boosting Apprenticeship Commencements</i> if they subsequently recommence the same or a different Australian Apprentice.</p> <p>Cancellations may be subject to additional scrutiny and the Department reserves the right to withhold, refuse or require repayment where there has been fraud or manipulation, such as an employer cancelling or withdrawing an Australian Apprenticeship, for the purpose of accessing <i>Boosting Apprenticeship Commencements</i> payments, which would otherwise not have been payable.</p>
<b>7. Suspensions</b>	<p>Where an Australian Apprenticeship is initially eligible for <i>Boosting Apprenticeship Commencements</i> and is subsequently suspended, the employer will be eligible for <i>Boosting Apprenticeship</i></p>

	<p><i>Commencements</i> upon the Australian Apprentice's return from suspension. The employer will not be eligible where the suspension was for a period of six months or more.</p>
<p><b>8. Specific exclusions</b></p>	<p>An employer will not be eligible for <i>Boosting Apprenticeship Commencements</i> where:</p> <ul style="list-style-type: none"> <li>• the employer is receiving any other form of Australian Government wage subsidy or equivalent assistance for the Australian Apprentice; or</li> <li>• the Australian Apprentice is undertaking a qualification that supersedes a qualification previously undertaken by the same Australian Apprentice.</li> </ul>
<p><b>9. Effect date</b></p>	<p>Eligible employers will be able to claim <i>Boosting Apprenticeship Commencements</i> payments in arrears at the following effect dates:</p> <ol style="list-style-type: none"> <li>1. 1 January 2021, for any wages paid from 5 October 2020 to 31 December 2020.</li> <li>2. 1 April 2021, for any wages paid from 1 January 2021 to 31 March 2021.</li> <li>3. 1 July 2021, for any wages paid from 1 April 2021 to 30 June 2021.</li> <li>4. 1 October 2021, for any wages paid from 1 July 2021 to 30 September 2021.</li> </ol> <p>Where an Australian Apprenticeship is suspended or cancelled prior to an effect date, the employer is eligible to receive <i>Boosting Apprenticeship Commencements</i> payments until the date of suspension or cancellation.</p>
<p><b>10. Claiming <i>Boosting Apprenticeship Commencements</i></b></p>	<p>An eligible employer must advise of intent to claim <i>Boosting Apprenticeship Commencements</i> using the <i>Boosting Apprenticeship Commencements Registration Form</i>. These registration forms will be used to allocate places under the cap.</p> <p>Claims for payment of <i>Boosting Apprenticeship Commencements</i> can be made quarterly as per the effect dates specified at <i>V.L.9 Effect date</i>.</p>

	<p>An eligible employer may not lodge the <i>Boosting Apprenticeship Commencements Claim Form</i> until:</p> <ul style="list-style-type: none"> <li>• the STA has approved the Training Contract; and</li> <li>• training has commenced; and</li> <li>• on or after the effect date.</li> </ul> <p>Training is deemed to have commenced when the employer, Australian Apprentice and RTO sign an agreed individual training plan for the Australian Apprenticeship.</p> <p>Evidence that the training has commenced may be in the form of:</p> <ul style="list-style-type: none"> <li>• a copy of the signed training plan (or jurisdictional equivalent); or</li> <li>• written advice from the RTO indicating the parties to the training plan and the date signed; or</li> <li>• a fully <i>completed RTO Declaration for Australian Government Australian Apprenticeships Employer Incentives</i> (Form 1237) stating that a negotiated training plan has been signed; or</li> <li>• evidence from the STA that the training plan has been completed.</li> </ul> <p>Where evidence that the training has commenced has been previously submitted (e.g. as evidence when making a claim for another payment available under the Program), it does not need to be attached to the claim for <i>Boosting Apprenticeship Commencements</i>.</p> <p>The following evidence must also be attached to the claim:</p> <ul style="list-style-type: none"> <li>• payroll prints, time and wages sheets or payslips, for each pay period included in the claim which confirms the gross wage paid to the Australian Apprentice.</li> </ul>
<p><b>11. Time limits for claiming <i>Boosting Apprenticeship Commencements</i></b></p>	<p>An employer must lodge all claims for <i>Boosting Apprenticeship Commencements</i> with their Apprenticeship Network Provider by 31 December 2021.</p> <p><i>Boosting Apprenticeship Commencements</i> is not payable if an employer does not lodge a claim with an Apprenticeship Network Provider within the specified time limit.</p>

## VI. Payments for Australian Apprentices

### A. Living Away From Home Allowance

<p><b>1. Overview</b></p>	<p>The Living Away From Home Allowance (LAFHA) provides assistance to eligible Australian Apprentices during the first three years of an Australian Apprenticeship where they are required to move away from their parent's or guardian's home in order to take up or remain in an Australian Apprenticeship.</p>
<p><b>2. Eligibility requirements</b></p>	<p>To be eligible for LAFHA, an Australian Apprentice must:</p> <ul style="list-style-type: none"> <li>• meet the following eligibility criteria from Section III Primary Eligibility: <ul style="list-style-type: none"> <li>○ A. Employment and Training Arrangements; and</li> <li>○ B. Citizenship Status; and</li> <li>○ C. Existing Worker; and</li> <li>○ D. Previous and Concurrent Qualifications; and</li> <li>○ F. Time Limits; and</li> </ul> </li> <li>• be undertaking an Australian Apprenticeship at the Certificate II level or above; and</li> <li>• be within the first 36 months of their Australian Apprenticeship (regardless of full-time or part-time participation); and</li> <li>• meet the residential criteria outlined below or be homeless.</li> </ul>
<p><b>3. Specific exclusions from eligibility</b></p>	<p>An Australian Apprentice will not be eligible for LAFHA if:</p> <ul style="list-style-type: none"> <li>• they have lodged a claim for Youth Allowance, Austudy or Abstudy with Centrelink and their claim is still current (see section VI.10. <i>LAFHA and Youth Allowance/ Austudy / ABSTUDY</i> for further information); or</li> <li>• they receive rental or accommodation assistance from Centrelink or free or subsidised quarters/board from their employer; or</li> <li>• they move away from home to:</li> </ul>

	<ul style="list-style-type: none"> <li>○ attend block release off-the-job training. State or Territory Governments may provide assistance in these circumstances; or</li> <li>○ undertake a course initiated by their employer that is not part of their Australian Apprenticeship; or</li> <li>○ attend boarding school.</li> </ul>
<p><b>4. Residential criteria</b></p>	<p>An Australian Apprentice will satisfy the residential criteria provided that:</p> <ul style="list-style-type: none"> <li>● they move from their parental or legal guardian’s home for the first time: <ul style="list-style-type: none"> <li>○ within the three months prior to commencing or recommencing an Australian Apprenticeship; or</li> <li>○ to remain in an Australian Apprenticeship; or</li> <li>○ to pursue essential supplementary on-the-job training with another employer; and</li> </ul> </li> <li>● they can demonstrate that one of the following eligibility criteria would have applied if they had remained in the parental/legal guardian’s home: <ul style="list-style-type: none"> <li>○ they would have to travel more than 90 minutes each way between work and home; or</li> <li>○ they would have to cope with unreasonable travel delays; or</li> <li>○ there would have been limited or unsuitable transport arrangements; or</li> <li>○ they would face prohibitive transport costs.</li> </ul> </li> </ul> <p>For Australian School-based Apprentices, moving to boarding school does not satisfy the residential criteria.</p> <p>Where an Australian Apprentice is employed by a GTO, the host employer’s workplace address is to be used when considering the residential criteria.</p>
<p><b>5. Homelessness</b></p>	<p>As it is recognised that the lack of a stable residential location is a major impediment to the successful completion of an Australian Apprenticeship, an Australian Apprentice who is homeless may be eligible for LAFHA.</p>

<p><b>6. Custodial Australian Apprentices</b></p>	<p>Custodial Australian Apprentices may become eligible for LAFHA if they meet the homelessness criteria after they have been released from custody.</p>
<p><b>7. Eligibility for LAFHA for more than one registration</b></p>	<p>Subject to meeting the eligibility criteria, an Australian Apprentice may be eligible to attract LAFHA for more than one registration in the following circumstances:</p> <ul style="list-style-type: none"> <li>• they commence a Certificate III or IV Australian Apprenticeship within 12 months of successfully completing a Certificate II Australian Apprenticeship, for which they were eligible for LAFHA, with the same employer (in these instances, the Australian Apprentice will only attract the balance of the 36 months entitlement).</li> <li>• they withdrew from or cancelled the previous Australian Apprenticeship prior to the three month point. In these instances, the subsequent Australian Apprenticeship is deemed to be the first Australian Apprenticeship.</li> <li>• they previously received LAFHA for an Australian School-based Apprenticeship where: <ul style="list-style-type: none"> <li>○ the Australian Apprentice completed at least three calendar months of the Australian School-based Apprenticeship prior to leaving school; and</li> <li>○ the Australian Apprentice did not continue the same Occupational Outcome upon leaving school; and</li> <li>○ they commence an Australian Apprenticeship in a different Occupational Outcome or at a higher level.</li> </ul> </li> </ul>
<p><b>8. Applying for LAFHA</b></p>	<p>To apply for LAFHA, an Australian Apprentice must complete an <i>Application for Living Away From Home Allowance</i> (Form 530).</p> <p>Applications should be received within 12 months of the date the Australian Apprentice became eligible for LAFHA.</p> <p><b>Evidence required</b></p> <p>An Australian Apprentice must attach the following evidence to their application to support their claim:</p>

	<ul style="list-style-type: none"> <li>• a Statutory Declaration (<i>Appendix G – Commonwealth Statutory Declaration</i>) from the parent or legal guardian stating: <ul style="list-style-type: none"> <li>○ their residential address; and</li> <li>○ that the Australian Apprentice resided at that address immediately prior to moving to take up the Australian Apprenticeship; and</li> <li>○ this is the first time the Australian Apprentice has moved away from home; and</li> <li>○ the date the Australian Apprentice moved from the parental/legal guardian home.</li> </ul> </li> <li>• proof of their current residential address which may be in the form of: <ul style="list-style-type: none"> <li>○ a rental receipt; or</li> <li>○ a <i>Statutory Declaration</i> from the owner of the residential premises; or</li> <li>○ any local government or statutory authority document (for example, a utility account, that is, gas, water, electricity or phone showing the name and current residential address of the Australian Apprentice); or</li> <li>○ a document from the real estate agent from whom the Australian Apprentice is renting the property.</li> </ul> </li> </ul> <p>To support their claim on the grounds of homelessness, an Australian Apprentice must attach the following information to their application:</p> <ul style="list-style-type: none"> <li>• a personal statement of their circumstances, including all details of other support received; and</li> <li>• a statement containing an objective, independently investigated account verifying the Australian Apprentice’s homelessness status from one of the following: <ul style="list-style-type: none"> <li>○ a social worker; or</li> <li>○ a medical practitioner or other professional health worker; or</li> <li>○ a police worker; or</li> <li>○ a trained youth counsellor employed by a government-registered agency; or</li> <li>○ a minister of religion; or</li> <li>○ an appropriate Centrelink delegate; or</li> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <li>○ a Department of Social Services Jobs Placement, Employment and Training provider; and</li> <li>● if they wish, a supporting statement from one or both parents or legal guardian or any other person who has firsthand knowledge of the Australian Apprentice's situation.</li> </ul>
<b>9. Applications received more than 12 months after the Australian Apprentice became eligible for LAFHA</b>	<p>Application Forms received more than 12 months from the date an Australian Apprentice became eligible for LAFHA may be approved subject to meeting the eligibility criteria.</p> <p>Consistent with the time limits for lodging claims, the eligibility period can only be backdated 12 months from the date the application was received.</p>
<b>10. LAFHA and Youth Allowance/ Austudy/ ABSTUDY</b>	<p>Under the <i>Social Security Act 1991</i>, section 552, the multiple entitlements exclusion rule prohibits an Australian Apprentice from attracting LAFHA and Youth Allowance/Austudy/ABSTUDY at the same time.</p> <p>An Australian Apprentice who has a current entitlement for Youth Allowance/Austudy/ABSTUDY must cancel that existing claim with Centrelink before making a claim for LAFHA.</p> <p>Similarly, an Australian Apprentice who is currently in receipt of LAFHA must seek to cancel their LAFHA prior to making a claim for Youth Allowance/Austudy/ABSTUDY.</p>
<b>11. LAFHA rates and eligibility periods</b>	<p>Subject to meeting the eligibility requirements, LAFHA will be paid as follows:</p> <ul style="list-style-type: none"> <li>● First Year LAFHA at the rate of \$77.17 per week for the first 12 months from the date of commencement;</li> <li>● Second Year LAFHA at the rate of \$38.59 per week for the second 12 month period;</li> <li>● Third Year LAFHA at the rate of \$25.00 per week for the third 12 month period.</li> </ul>

	<p>Where an Australian Apprentice moves away from the parental or guardian’s residential home at a date subsequent to the commencement date, subject to meeting the eligibility requirements, they will only attract LAFHA for the period between the date of establishing a new residence and 36 months from the commencement date of the Australian Apprenticeship.</p>
<p><b>12. Australian School-based Apprentices</b></p>	<p>Australian School-based Apprentices may be eligible to attract LAFHA subject to meeting the eligibility criteria.</p> <p>Australian Apprentices who commence their Australian Apprenticeship while at boarding school shall be eligible to receive the balance of LAFHA remaining at the date they establish a new residence (away from their parental/guardian home) when they continue the same Occupational Outcome post school.</p> <p>Australian Apprentices who received LAFHA while undertaking an Australian School-based Apprenticeship may be eligible for another 36 months of LAFHA post school if:</p> <ul style="list-style-type: none"> <li>• they completed at least three calendar months of the Australian School-based Apprenticeship prior to leaving school; and</li> <li>• they did not continue the same Occupational Outcome upon leaving school; and</li> <li>• they commence an Australian Apprenticeship in a different Occupational Outcome or at a higher level.</li> </ul>
<p><b>13. Claiming LAFHA</b></p>	<p>Once the application for LAFHA has been approved, an Australian Apprentice must lodge a <i>Living Away From Home Allowance (LAFHA) Claim Form (1238)</i> to receive LAFHA payments.</p> <p>An Australian Apprentice shall determine the regularity in which they lodge claim forms, provided the claim forms are received by the Apprenticeship Network Provider within the specified time limit.</p> <p>Where the Training Contract has not been approved by the STA, LAFHA can be paid for three months from the date of commencement or recommencement prior to approval.</p> <p>The recipient must be advised that:</p>

	<ul style="list-style-type: none"> <li>• payments will only be paid in arrears; and</li> <li>• claim forms must be signed and dated on or after the last day of the claim period; and</li> <li>• claim forms must be received by the Apprenticeship Network Provider within 12 months of the first day of the claim period; and</li> <li>• where the Australian Apprentice is employed by a GTO, either the host employer or the GTO shall sign the claim form.</li> </ul>
<b>14. Cancellation or suspension of Training Contract</b>	<p>Where an Australian Apprentice becomes out of trade, unemployed or is placed on workers compensation, LAFHA may continue to be paid for three months from the date of cancellation or suspension provided that the Australian Apprentice:</p> <ul style="list-style-type: none"> <li>• maintains their LAFHA residence; and</li> <li>• does not resume living at their parental/legal guardian's home on an ongoing basis; and</li> <li>• has not lodged a claim for Youth Allowance/Austudy/ABSTUDY.</li> </ul> <p>Where an Australian Apprenticeship has been cancelled the Australian Apprentice must also be registered with Centrelink as a jobseeker.</p>

## **B. Additional Identified Skills Shortage Apprentice Commencement payment**

<b>1. Overview</b>	The Additional Identified Skills Shortage Apprentice Commencement payment aims to support Australian Apprenticeships in occupations experiencing national skill shortages and encourage participation in apprenticeships, particularly new workers, school leavers and young people.
<b>2. Rate</b>	The Additional Identified Skills Shortage Apprentice Commencement payment is \$1,000.
<b>3. Eligibility criteria</b>	For an Australian Apprentice to be eligible for the Additional Identified Skills Shortage Apprentice Commencement payment, the Australian Apprentice must:

	<ul style="list-style-type: none"> <li>• be undertaking a full-time or part-time Certificate III or IV qualification that leads to an occupation listed on the Additional Identified Skills Shortage List at the date of commencement; and</li> <li>• meet the following eligibility criteria from <i>Section III Primary Eligibility</i>: <ul style="list-style-type: none"> <li>○ A. Employment and Training Arrangements; and</li> <li>○ B. Citizenship Status; and</li> <li>○ C. Existing Worker; and</li> <li>○ D. Previous and Concurrent Qualifications; and</li> <li>○ E. Waiting Period; and</li> <li>○ F. Time Limits; and</li> </ul> </li> <li>• the Training Contract must be formally approved by the STA; and</li> <li>• be employed by the employer as an Australian Apprentice at the effect date.</li> </ul>
<p><b>4. Group Training Organisations</b></p>	<p>Where an Australian Apprentice is employed by a Group Training Organisation, and is no longer hosted to the host employer identified on the Apprenticeship/Traineeship Training Contract, the Australian Apprentice will not be eligible for the Additional Identified Skills Shortage Apprentice Commencement payment.</p>
<p><b>5. Early successful completions</b></p>	<p>An Australian Apprentice who successfully completes prior to the effect date will not be eligible for the Additional Identified Skills Shortage Apprentice Commencement payment.</p>
<p><b>6. Cancellations</b></p>	<p>Where the Australian Apprentice cancels their Australian Apprenticeship, and subsequently recommences with the same, or a different employer, the Australian Apprentice will not be eligible for the Additional Identified Skills Shortage Apprentice Commencement payment.</p>
<p><b>7. Suspensions</b></p>	<p>Where the Australian Apprentice suspends their Australian Apprenticeship, and subsequently returns to the same employer, the Australian Apprentice will be eligible for the Additional Identified Skills Shortage Apprentice Commencement payment where there was a period of less than six months between the date of suspension and the date of recommencement.</p> <p>Where the Australian Apprentice is employed by a Group Training Organisation and suspends their Australian Apprenticeship, and subsequently returns to the same host employer, the Australian Apprentice will be eligible for the Additional Identified Skills Shortage</p>

	<p>Apprentice Commencement payment where these was a period of less than six months between the date of suspension and the date of recommencement.</p> <p>Where the Australian Apprentice suspends their Australian Apprenticeship, and subsequently returns to the same employer, the Australian Apprentice will not be eligible for the Additional Identified Skills Shortage Apprentice Commencement payment where six months or more has lapsed between the date of suspension and the date of recommencement.</p>
<p><b>8. Effect date</b></p>	<p>The effect date is twelve months from the date of commencement (for both eligible full-time and part-time Australian Apprenticeships).</p> <p>Where there has been a Change of Ownership or a period of suspension during the first twelve months, the effect date is calculated to be on the 365<sup>th</sup> day of the Australian Apprenticeship.</p>
<p><b>9. Claiming the Additional Identified Skills Shortage Apprentice Commencement payment</b></p>	<p>An eligible Australian Apprentice should claim the Additional Identified Skills Shortage Commencement payment using the <i>Additional Identified Skills Shortage Apprentice payments Claim Form</i>.</p> <p>The Australian Apprentice may not lodge the <i>Additional Identified Skills Shortage Apprentice payments Claim Form</i> until:</p> <ul style="list-style-type: none"> <li>• the waiting period has been completed; and</li> <li>• the STA has approved the Training Contract; and</li> <li>• training has commenced; and</li> <li>• on or after the effect date.</li> </ul> <p>Training is deemed to have commenced when the employer, Australian Apprentice and RTO sign and agreed individual training plan for the Australian Apprenticeship.</p> <p>Evidence that the training has commenced may be in the form of:</p> <ul style="list-style-type: none"> <li>• a copy of the signed training plan (or jurisdictional equivalent); or</li> <li>• written advice from the RTO indicating the parties to the training plan and the date signed; or</li> <li>• a fully completed <i>RTO Declaration for Australian Government Australian Apprenticeships Employer Incentives (From 1237)</i> stating that a negotiated training plan has been signed; or</li> <li>• evidence from the STA that the training plan has been completed.</li> </ul>

## C. Additional Identified Skills Shortage Apprentice Completion payment

<b>1. Overview</b>	<p>The Additional Identified Skills Shortage Apprentice Completion payment aims to support Australian Apprenticeships in occupations experiencing national skill shortages and encourage participation in apprenticeships, particularly new workers, school leavers and young people.</p>
<b>2. Rate</b>	<p>The Additional Identified Skills Shortage Apprentice Completion payment is \$1,000.</p>
<b>3. Eligibility criteria</b>	<p>For an Australian Apprentice to be eligible for the Additional Identified Skills Shortage Apprentice Completion payment, the Australian Apprentice must have:</p> <ul style="list-style-type: none"> <li>• successfully completed the Australian Apprenticeship for which they were eligible for the Additional Identified Skills Shortage Apprentice Commencement payment; and</li> <li>• been employed as an Australian Apprentice at the date of successful completion by the same employer for which they were eligible for the Additional Identified Skills Shortage Apprentice Commencement payment.</li> </ul>
<b>4. Group Training Organisations</b>	<p>Where an Australian Apprentice is employed by a Group Training Organisation, and is no longer hosted to the host employer identified on the Apprenticeship/Traineeship Training Contract, the Australian Apprentice will not be eligible for the Additional Identified Skills Shortage Apprentice Completion payment.</p>
<b>5. Cancellations</b>	<p>Where the Australian Apprentice cancels their Australian Apprenticeship, and subsequently recommences with the same, or a different employer, the Australian Apprentice will not be eligible for the Additional Identified Skills Shortage Apprentice Completion payment.</p>
<b>6. Suspensions</b>	<p>Where the Australian Apprentice suspends their Australian Apprenticeship, and subsequently returns to the same employer, the Australian Apprentice will be eligible for the Additional Identified Skills Shortage Apprentice Completion payment where there was a period of</p>

	<p>less than six months between the date of suspension and the date of recommencement.</p> <p>Where the Australian Apprentice is employed by a Group Training Organisation and suspends their Australian Apprenticeship, and subsequently returns to the same host employer, the Australian Apprentice will be eligible for the Additional Identified Skills Shortage Apprentice Completion payment where there was a period of less than six months between the date of suspension and the date of recommencement.</p> <p>Where the Australian Apprentice suspends their Australian Apprenticeship, and subsequently returns to the same employer, the Australian Apprentice will not be eligible for the Additional Identified Skills Shortage Apprentice Completion payment where six months or more has lapsed between the date of suspension and the date of recommencement.</p>
<p><b>7. Effect date</b></p>	<p>The effect date is the date of successful completion.</p>
<p><b>8. Claiming the Additional Identified Skills Shortage Apprentice Completion payment</b></p>	<p>An eligible Australian Apprentice should claim the Additional Identified Skills Shortage Completion payment using the <i>Additional Identified Skills Shortage Apprentice payments Claim Form</i>.</p> <p>The Australian Apprentice may not lodge the <i>Additional Identified Skills Shortage Apprentice payments Claim Form</i> until after the STA has formally signed off the Australian Apprentice as having successfully completed the Australian Apprenticeship.</p> <p>Evidence that the Australian Apprentice has successfully completed the Australian Apprenticeship must be provided with the claim form. This may be in the form of documentation from the STA that confirms that the Australian Apprentice has:</p> <ul style="list-style-type: none"> <li>• completed the period of the Training Contract, including any formally approved extensions; and</li> <li>• passed all the relevant units of competency relating to on and off the job competencies.</li> </ul>

## VII. Assistance for Australian Apprentices with Disability

### A. Disabled Australian Apprentice Wage Support

<p><b>1. Overview</b></p>	<p>The Government wishes to encourage employers to provide Australian Apprenticeships to people with disabilities who are able to participate in open employment with a level of suitable support and training.</p> <p>This initiative provides wage support as an alternative to employer incentives (listed in <i>Section V - Employer Incentives</i>), to employers who provide Australian Apprenticeships to people with disabilities.</p>
<p><b>2. Rate</b></p>	<p>DAAWS is paid at the rate of \$104.30 per week for a full-time Australian Apprentice or on a pro-rata basis according to the hours worked for a part-time Australian Apprentice.</p>
<p><b>3. Eligibility criteria for initial assessment</b></p>	<p>For an employer to be eligible for DAAWS:</p> <ul style="list-style-type: none"> <li>• the following eligibility criteria from Section III Primary Eligibility must be met: <ul style="list-style-type: none"> <li>○ A. Employment and Training Arrangements; and</li> <li>○ B. Citizenship Status; and</li> <li>○ C. Existing Worker; and</li> <li>○ D. Previous and Concurrent Qualifications; and</li> <li>○ F. Time Limits; and</li> </ul> </li> <li>• The Australian Apprentice’s capacity to work must be assessed and confirmed through: <ul style="list-style-type: none"> <li>○ The completion of Form 608 (Occupational Assessment for an Australian Apprentice with Disability) assessing the Australian Apprentice’s capacity to undertake the employment-based duties of the Australian Apprenticeship. The assessment must be undertaken by a medical practitioner or registered psychologist.</li> <li>○ Where the Australian Apprentice has a current and valid Job Capacity Assessment or an Employment Services Assessment, a completed Form 608a (Evidence of Completion of a Job Capacity Assessment or an Employment Services Assessment for an Australian Apprentice with Disability) may be submitted in</li> </ul> </li> </ul>

	<p>conjunction with Form 608 in lieu of a medical assessment by a medical practitioner or registered psychologist.</p> <ul style="list-style-type: none"> <li>• The completed Form 608 or 608a must indicate that: <ul style="list-style-type: none"> <li>○ the Australian Apprentice has a disability which will impact upon their capacity to perform the employment-based duties of the Australian Apprenticeship position; and</li> <li>○ the Australian Apprentice’s medication or basic self-management strategies have been assessed and it has been determined that they do not overcome the impact of the disability on the performance of the employment-based duties of the Australian Apprenticeship position; and</li> <li>○ the Australian Apprentice will be able to carry out the duties of the occupation given suitable support; and</li> </ul> </li> <li>• the employer must be paying a suitable wage of at least \$104.30 per week or its part-time equivalent. Consistent with this, for any period in which the employer does not pay wages of at least this amount, the employer is not eligible to claim DAAWS; and</li> <li>• Forms 608 and Form 1288 (<i>Application Form: Assistance for an Australian Apprentice with Disability</i>) must be completed in a timely manner. At the time of application, Form 608 must have been completed: <ul style="list-style-type: none"> <li>○ less than six months earlier for Australian Apprentices with a permanent or long-term disability; or</li> <li>○ less than three months earlier for Australian Apprentices with a temporary disability.</li> </ul> </li> </ul>
<p><b>4. Eligibility period</b></p>	<p>Subject to meeting the eligibility criteria outlined above, an Australian Apprentice may be approved to attract DAAWS for their employer for:</p> <ul style="list-style-type: none"> <li>• 12 months for long-term or permanent disability; or</li> <li>• a specific period in the case of temporary disability.</li> </ul>
<p><b>5. Assessment for continuing support for DAAWS</b></p>	<p>Employers who are seeking continuation of DAAWS funding must provide evidence that the Australian Apprentice is progressing satisfactorily towards a successful completion of their Australian Apprenticeship as follows:</p> <ul style="list-style-type: none"> <li>• for Australian Apprentices with a permanent disability who are seeking continuation at the 12 month point, the employer must:</li> </ul>

	<ul style="list-style-type: none"> <li>○ have their Australian Apprentice undertake a medical assessment by a medical practitioner or registered psychologist on Form 608; or</li> <li>○ provide a letter detailing the progress of the Australian Apprentice countersigned by the Australian Apprentice and the RTO delivering the Australian Apprentice’s training; or</li> <li>○ have the Employment Services Provider complete and sign a new Form 608a in conjunction with a new Form 608 (where the Australian Apprentice has a valid Job Capacity Assessment or Employment Services Assessment).</li> </ul> <ul style="list-style-type: none"> <li>● for Australian Apprentices with a temporary disability, eligibility must be reassessed at the expiration of the approved disability period. The employer must submit: <ul style="list-style-type: none"> <li>○ a new Form 1288; and</li> <li>○ a new Form 608.</li> </ul> </li> </ul> <p>Where the Australian Apprentice has a current and valid Job Capacity Assessment or Employment Services Assessment, a new Form 608a may be completed in conjunction with Form 608 in lieu of a medical assessment by a medical practitioner or registered psychologist.</p>
<p><b>6. Specific exclusions</b></p>	<p>An Australian Apprentice will not be eligible to attract DAAWS where:</p> <ul style="list-style-type: none"> <li>● they are participating in a Supported Wage System or Supported Wage Arrangement where they are paid according to a productivity/competency based arrangement as a proportion of the parent award; or</li> <li>● their employer is receiving any other form of Australian Government or State Government wage subsidy or equivalent assistance for the Australian Apprentice.</li> </ul> <p>Please note that DAAWS should not be approved where the disability is described as a lack of language, literacy or numeracy skills.</p> <p>An employer is not eligible to receive DAAWS and the Employer Incentives outlined in Section V. However, an employer may attract DAAWS as well as:</p> <ul style="list-style-type: none"> <li>● Additional Identified Skills Shortage Commencement Incentive;</li> <li>● Additional Identified Skills Shortage Completion Incentive;</li> </ul>

	<ul style="list-style-type: none"> <li>• Support for Adult Australian Apprentices;</li> <li>• Australian Apprentice Wage Subsidy;</li> <li>• Supporting Apprentices and Trainees (through direct employment);</li> <li>• Supporting Apprentices and Trainees through Group Training Organisations;</li> <li>• Extension of Supporting Apprentices and trainees (through direct employment);</li> <li>• Extension of Supporting Apprentices and Trainees through Group Training Organisations; and</li> <li>• Boosting Apprenticeship Commencements.</li> </ul>
<p><b>7. Attention Deficit Disorder and Attention Deficit Hyperactive Disorder</b></p>	<p>Australian Apprentices who have been diagnosed with Attention Deficit Disorder (ADD) or Attention Deficit Hyperactive Disorder (ADHD) are eligible to attract DAAWS assistance.</p>
<p><b>8. Circumstances where an Australian Apprentice may attract DAAWS for a subsequent Australian Apprenticeship</b></p>	<p>An Australian Apprentice who has previously attracted DAAWS, may attract DAAWS for a second Australian Apprenticeship where:</p> <ul style="list-style-type: none"> <li>• the Australian Apprentice is undertaking a Certificate III or IV qualification that leads to an occupation listed on the NSNL; or</li> <li>• the previous period of DAAWS eligibility occurred while undertaking an Australian Apprenticeship while at school and they did not continue to attract DAAWS after leaving school; or</li> <li>• the previous period of DAAWS eligibility was for a Certificate II; and <ul style="list-style-type: none"> <li>○ they successfully completed the Certificate II Australian Apprenticeship; and</li> <li>○ they are currently undertaking a Certificate III or higher Australian Apprenticeship; and</li> <li>○ they commenced the Certificate III Australian Apprenticeship within 12 months of completing the Certificate II.</li> </ul> </li> </ul> <p>If the Australian Apprentice previously attracted DAAWS for an Australian Apprenticeship that was cancelled or withdrawn around the time of the conclusion of the waiting period, the Apprenticeship Network</p>

	<p>Provider should consult with their State/Territory Contract Manager for a determination.</p>
<p><b>9. Circumstances where an Australian Apprentice becomes disabled or their disability becomes apparent during their Australian Apprenticeship</b></p>	<p>The Government recognises that an Australian Apprentice may become disabled during their Australian Apprenticeship or that a disability may become apparent as the work duties become difficult. In these cases, an employer may apply for DAAWS after the Australian Apprenticeship has commenced or recommenced. The application process is the same as that outlined above.</p> <p>In these cases, an employer incentive may have been paid before the disability occurred or became apparent. If an employer successfully applies for DAAWS it is not the intention of the Australian Government to recover any incentives that the employer had claimed in good faith before DAAWS eligibility was assessed. DAAWS can be claimed from the date the Apprenticeship Network Provider approves DAAWS eligibility and will not be backdated to the commencement date.</p>
<p><b>10. Claiming DAAWS</b></p>	<p>Once Form 1288 has been approved, the employer must lodge Form 1239 (<i>Disabled Australian Apprentice Wage Support Claim Form</i>) to receive DAAWS payments.</p> <p>The employer shall be advised that:</p> <ul style="list-style-type: none"> <li>• DAAWS can only be paid in arrears; and</li> <li>• DAAWS may be paid for up to three months from the date of commencement or recommencement pending the Training Contract being approved by the STA; and</li> <li>• claims must be received by the Apprenticeship Network Provider within 12 calendar months of the first day of the claim period; and</li> <li>• claims can only be made in respect of Australian Apprentices who were employed as an Australian Apprentice during the claim period; and</li> <li>• claims can only be made in respect of Australian Apprentices who were paid wages of at least \$104.30 (or pro-rata for part-time) by the employer during the claim period; and</li> <li>• DAAWS is not payable if the Australian Apprentice is on worker's compensation for one week or more.</li> </ul>

## B. Off-the-job Tutorial, Mentor and Interpreter Assistance

<p><b>1. Overview</b></p>	<p>This assistance is provided to support Australian Apprentices with disability who are experiencing difficulty with the off-the-job component of their Australian Apprenticeship.</p>
<p><b>2. What is tutorial assistance</b></p>	<p>Tutorial Assistance is provided to an Australian Apprentice by a tutor in addition to the standard off-the-job training for an Australian Apprenticeship.</p>
<p><b>3. What is mentor assistance</b></p>	<p>Mentor Assistance is provided to an Australian Apprentice to assist with organisational or personal issues which impact upon the ability of the Australian Apprentice to undertake their off-the-job training. Mentoring may take place on or off-the-job but should address difficulties experienced with the off-the-job component of the training.</p>
<p><b>4. What is interpreter assistance</b></p>	<p>Interpreter Assistance is provided by an interpreter to assist an Australian Apprentice to comprehend aspects of the off-the-job training and is in most cases provided to Australian Apprentices with disabilities such as visual or hearing impairment.</p>
<p><b>5. Eligibility criteria</b></p>	<p>To be eligible to attract Tutorial, Mentor and Interpreter Assistance, an Australian Apprentice must:</p> <ul style="list-style-type: none"> <li>• be assessed as eligible for DAAWS for that Australian Apprenticeship (even if the employer chooses not to claim DAAWS); and</li> <li>• be experiencing difficulties with the off-the-job training component of their Australian Apprenticeship; and</li> <li>• have an occupational assessment (Form 608 or 608a) which supports the provision of those tutorial, mentor or interpreter services; and</li> <li>• not be in receipt of assistance for tutorial, mentor or interpreter services funded by another source. This does not include assistance provided under the Industry Specialist Mentoring for Australian Apprentices program. An Australian Apprentice may be eligible to attract both Off-the-job Tutorial, Mentor and Interpreter Assistance and assistance under the Industry Specialist Mentoring for Australian Apprentices program.</li> </ul>

<p><b>6. Entitlement for tutorial, mentor and interpreter assistance</b></p>	<p>The RTO delivering the off-the-job training to an Australian Apprentice with disability who satisfies the DAAWS eligibility may claim financial assistance on the following basis:</p> <ul style="list-style-type: none"> <li>• for tutorial services for the Australian Apprentice at \$38.50 an hour (inclusive of GST), up to a maximum of \$5,500 a year (inclusive of GST). The number of hours of tutorial services provided each week must not exceed the total number of hours of off-the-job training. Tutorial hours must be additional to the off-the-job training hours.</li> <li>• for mentor or interpreter services for the Australian Apprentice at \$38.50 an hour (inclusive of GST), up to a maximum of \$5,500 a year (inclusive of GST). The combined number of hours of mentor and interpreter services provided each week must not exceed the total number of hours that the Australian Apprentice spends in off-the-job training.</li> </ul> <p>A year for this purpose commences on the date deemed by the Apprenticeship Network Provider to be the commencement date of eligibility for disability assistance.</p> <p>If the RTO makes a case proposing financial assistance of more than the permitted hourly rate or annual maximum, the proposal must be referred to the State/Territory Contract Manager for determination.</p>
<p><b>7. Claiming tutorial, mentor and interpreter assistance</b></p>	<p>Once the Application Form (Form 1288) has been approved, the RTO must submit Form 1244 (<i>Mentor/Interpreter and/or Tutorial Assistance for an Australian Apprentice with Disability Claim Form/Tax Invoice</i>) for any assistance provided.</p> <p>The RTO must also be advised that:</p> <ul style="list-style-type: none"> <li>• Tutorial, Mentor and Interpreter Assistance will only be paid in arrears; and</li> <li>• claim forms must be signed and dated after the last date of the claim period; and</li> <li>• claim forms must be received by the Apprenticeship Network Provider within 12 months of the first day of the claim period; and</li> <li>• where the Training Contract has not yet been approved by the STA, claims can only be paid for up to three months from the date of</li> </ul>

	commencement or recommencement pending STA approval of the Training Contract.
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## VIII. Appendices

<b>Overview</b>	All appendices to the Guidelines are available under the 'Guidelines' section in TYIMS.
<b>Appendix A – List of qualifications available as an Australian Apprenticeship</b>	Lists all qualifications available as an Australian Apprenticeship. Also identifies which of those qualifications may be eligible for specific incentives or may lead to an NSNL occupation.
<b>Appendix B – NSNL Occupations</b>	Identifies occupations that are included on the NSNL and the qualifications that may potentially lead to those occupations. Also identifies payments that are available for Australian Apprentices who are working towards an NSNL occupation. Also includes the Additional Identified Skills Shortage List which identifies the top shortage occupations in Australia with an Australian Apprenticeships pathway.
<b>Appendix C – Agriculture and Horticulture qualifications</b>	Identifies Agriculture and Horticulture qualifications that are eligible for specific payments under the Program.
<b>Appendix D – Eligible Rural and Regional Postcode List</b>	Provides a list of postcodes that are considered to be rural and regional for the purposes of the Program.
<b>Appendix E – Previous and Concurrent Qualifications that</b>	Details the effect of previous and concurrent qualifications on eligibility for payments under the Program.

<b>affect eligibility for Payments under the Program</b>	
<b>Appendix F – List of government agencies assisting in assessing overseas qualifications</b>	Provides a list of Commonwealth and state or territory agencies that can provide assistance in having qualifications obtained overseas assessed for recognition within the AQF.
<b>Appendix G – Statutory Declaration Template</b>	Provides a template for the preparation of a Statutory Declaration, which may be used to support a claim for payments as specified in the Guidelines.
<b>Appendix H – Priority Occupations</b>	Provides a list of the qualifications in the Priority Occupations of Aged Care, Child Care, Disability Care Workers and Enrolled Nurses.
<b>Appendix I – Trades-Based Australian Apprenticeships</b>	Lists the qualifications available as a trades-based Australian Apprenticeship for the purposes of <i>Boosting Apprenticeship Commencements</i> .