

Conditions Relating to the Payment of Australian Government Incentives

Incentive eligibility assessments are based on the information provided on the Training Contract. In order to remain eligible to receive incentives employers must ensure that they continue to fulfil their obligations as outlined during the signup visit. Provided no additional information becomes available that alters the initial assessment for Australian Government Incentives, the amounts indicated on the original assessment letter should be payable provided all of the following conditions are met.

Commencement / Recommencement:

- The State Training Authority has registered the Australian Apprenticeship with your organisation and the relevant State Training Authority probationary period has been met.
- The Australian Apprentice has continued to be employed as an Australian Apprentice for the duration of the waiting period, which is three months from the date of commencement. Australian Government Incentives do not apply if the Australian Apprentice leaves your organisation or completes his/her Australian Apprenticeship before the three month waiting period has been completed.
- A suitably qualified person is available to supervise the Australian Apprentice and assist with on the job training.
- A completed Claim SmartForm must be electronically submitted to MEGT within 12 months of the effect date.
- The Claim SmartForm must be electronically completed by both the employer and Australian Apprentice on or after the effect date, which is 6 months after the commencement date or 3 months after the recommencement date, and after the State probation period has been served and registration has occurred.
- If your Australian Apprentice is no longer employed with your organisation on receipt of the Claim SmartForm you will need to supply evidence that they were employed at the eligibility date. The evidence can be in the form of a payslip, payroll print or separation certificate. In addition the registration must be cancelled by the State Training Authority before a claim can be processed.

Completion:

- The State Training Authority has registered the Australian Apprenticeship with your organisation.
- The Australian Apprentice must have been employed as an Australian Apprentice by your organisation for at least three months prior to the completion date.
- The Australian Apprentice successfully completes both on and off the job competencies of the Australian Apprenticeship and the Registered Training Organisation issues a qualification to this effect.
- All State Training Authority formalities are completed.
- A Claim SmartForm, completed by both the employer and Australian Apprentice, is electronically submitted to MEGT within 12 months of the date the State Training Authority issue documentation to confirm successful completion of the Australian Apprenticeship.



- If your Australian Apprentice is no longer employed with your organisation on receipt of the Claim SmartForm you will need to supply evidence that they were employed at the completion date. The evidence can be in the form of a payslip, payroll print or separation certificate.

Please note:

- Each party must complete their own sections of the Claim SmartForm; an incomplete or incorrectly filled out claim form cannot be processed. When both the employer and Australian Apprentice have completed their sections the Claim SmartForm will be electronically submitted to MEGT for assessment.
- In a digital environment, employers and Australian Apprentices are no longer required to retain copies of completed claim forms under the Australian Apprenticeship Support Network Programme (previously this was a period of 7 years for claims submitted via email or fax), however they should ensure they meet any requirements under taxation legislation and seek their own advice in that regard.

State Specific Conditions

Australian Capital Territory

- Part time Training Contracts require the Australian Apprentice to be employed and paid for a minimum of 15 hours per week (including structured training).
- The ACT Directorate notifies the selected RTO of new business automatically through the RTO portal on the date of approval of the training contract.
- An employer of an ACT Australian Apprentice required to travel interstate to undertake their off-the-job training with an interstate RTO must submit an *Application to Complete Training Contract Interstate Training Apprenticeships Only* form (F4). This form must be signed by the Australian Apprentice and employer.

New South Wales

- An employer with a Trainee Apprentice is eligible to apply for Australian Government incentives 12 months after the commencement date of the Australian Apprenticeship. The claiming period for a Trainee Apprentice Commencement Incentive is for 12 months from the end of the first 12 months as a Trainee Apprentice (after the first 12 months until completion of the first 24 months). Trainee Apprentices do not attract a Recommendation incentive

Queensland

- Part time apprenticeships or traineeships:
 - the working hours (including supervised training) averages a minimum of 15 hours per week over each four week period for the length of the Training Contract
 - the apprentice or trainee has regular working hours and is rostered to work on a regular basis
 - the relevant industrial relations instrument permits part-time employment.
- If a Training Plan has not yet been submitted, a representative from the Registered Training Organisation (RTO) must sign the 1237 RTO Declaration Form declaring that a negotiated Training Plan has been signed, otherwise a copy of the Training Plan must be submitted.

South Australia

- Part time Training Contracts with a nominal full-time duration of up to 23 months require the Australian Apprentice to be employed and paid for a minimum of 15 hours per week (including structured training). Where the equivalent full-time duration is 24 months or greater, the minimum hours are 25 hours per week (including structured training).
- An individual Training Plan must be completed and agreed to with the Registered Training Organisation (RTO) within 3 months of the commencement date.

Tasmania

- Part time Training Contracts require the Australian Apprentice to be employed and paid for a minimum of 15 hours per week (including structured training) averaged over a four week period, unless otherwise agreed by TTAC.
- An individual Training Plan must be completed and agreed to with the Registered Training Organisation (RTO) within 3 months of the commencement date of the Australian Apprenticeship and submitted to your Apprenticeship Network Provider (ANP).

Victoria

- Part time (not attending school) Training Contracts:
 - Where the Australian Apprenticeship is not fully Workplace Based the requirement is a minimum of seven (7) hours per week of employment and a minimum of six (6) hours per week of structured training averaged over a 1, 2 or 4 week cycle.
 - Where the Australian Apprenticeship is fully Workplace Based the minimum hours of employment are 13 hours per week and the Australian Apprentice must be withdrawn from routine work duties to undertake structured training averaged over a 1, 2 or 4 week cycle.
- The employer must allow the Australian Apprentice to attend any off the job training during normal working hours (this is paid time). Where training is provided in the workplace Australian Apprentices must be withdrawn from routine work duties to undertake structured training / learning for 1½ hours per week for



Certificate II and part time Certificate III Australian Apprenticeships, averaged over a two month cycle, or three hours per week for full time Certificate III and above Australian Apprenticeships, averaged over a four week cycle.

- A representative from the Registered Training Organisation (RTO) must sign the 1237 RTO Declaration Form declaring that a negotiated Training Programme has been signed; *alternatively* a copy of the signed Training Program Outline (TPO) can be submitted.

Western Australia

- Part time Training Contracts require the Australian Apprentice to be employed and paid for a minimum of 15 hours per week (including structured training) unless otherwise specified and published on the list of Prescribed Vocational Education and Training qualifications.

MEGT APPRENTICESHIP NETWORK PROVIDER