

## Conditions Relating to the Payment of Australian Government Incentives – AS-bA

*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.*

### **Australian School-based Apprenticeship (AS-bA) Commencement Incentive**

For an employer to be eligible for an Australian School-based Apprenticeship (AS-bA) Commencement Incentive of \$750, the Australian Apprentice must:

- be enrolled as a secondary student under the relevant State or Territory Education Act; **and**
- be undertaking an Australian School-based Apprenticeship at the Certificate II, III, IV, or 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 programme; **and**
- be eligible to attract the Commencement Incentive under the Programme; **and**
- complete the full first three months of the endorsed Australian School-based Apprenticeship; **and**
- be employed by the employer as an Australian Apprentice at the effect date; **and**
- the Training Contract must be formally approved by the State Training Authority (STA).

A completed Claim SmartForm must be electronically submitted to MEGT within 12 months of the completion of the waiting period.

The Claim SmartForm must be electronically completed by both the employer and Australian Apprentice after the Commonwealth three month waiting period and the State probation period has been served and registration has occurred.

### **State Specific Conditions**

#### **Australian Capital Territory**

- Minimum 11 hours per week, maximum 20 hours per week.

#### **New South Wales**

- While at school, the school-based apprentice must complete a specified number of days of paid employment. For many trades the minimum requirement is 100 days for the duration of the school-based apprenticeship, but for some trades (e.g. electrical and electronics trades) it may be as high as 180 days.

#### **Queensland**

- At least 50 days per year (80 days for electrotechnology)

#### **South Australia**

- Minimum 7.5 hours per week. Hours of employment and training may be averaged over three months.

#### **Tasmania**

- Minimum 7.5 hours per week, maximum 15 hours per week. At least 390 hours per year up to a maximum of 900 hours for qualifications with a nominal duration up to and including 24 months.



At least 600 hours per year up to a maximum of 900 hours for qualifications with a nominal duration greater than 24 months.

#### Victoria

- Minimum 13 hours per week, averaged over three periods of four months in each year of the programme and undertaking at least seven hours of employment (including a minimum of one hour per week release for structured training) and six hours training per week via the training provider.

#### Western Australia

- A minimum of one equivalent full-time working day per week, where employment is integrated with their school program, during the term of the Training Contract; with averaging of this time over each three month period to accommodate study, leave and holidays in accordance with award requirements. Where the award is silent on the length of a full-time day, 7.5 hours will be applied.

### Australian School-based Apprenticeship Retention Incentive

For an employer to be eligible for an Australian School-based Apprenticeship (AS-bA) Retention Incentive of \$750, the Australian Apprentice must have:

- completed at least three calendar months of the endorsed Australian School-based Apprenticeship before completing secondary school; **and**
- been eligible to attract the Australian School-based Apprenticeship Commencement Incentive; **and**
- finished study at a secondary school, regardless of the level of success; **and**
- not attracted the Australian School-based Apprenticeship Retention Incentive for this Australian Apprenticeship; **and**
- 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:
  - the same employer\* continues to employ the former Australian School-based Apprentice in the same or a different Australian Apprenticeship; **or**
  - 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 Section III Primary Eligibility; **or**
  - 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.

*\*Where the employment for the Australian School-based Apprenticeship was through a GTO, 'same employer' includes a former host employer.*

The Claim SmartForm must be electronically completed by both the employer and Australian Apprentice and must be lodged within 12 months of the last day of the 12 week continuous employment period.

The following evidence to support the Australian School-based Apprenticeship Retention Incentive claim must be provided:

- documentation to show that the Australian Apprentice has completed secondary school according to the practice of the relevant jurisdiction; **and**
- if applicable, documentation to confirm that the employer was a host employer during the period of the Australian Apprenticeship.



***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.

*This document should be read in conjunction with the information sheet -  
**Conditions Relating to the Payment of Australian Government Incentives***

*This information is provided as a guide only and is subject to change without notice.*

**MEGT APPRENTICESHIP NETWORK PROVIDER**