



# APPRENTICE AND TRAINEE SIGN-UP GUIDE

WA

from 1 July 2022



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# WELCOME TO APPRENTICESHIP SUPPORT AUSTRALIA

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Congratulations on your decision to become an apprentice or trainee! By combining work and study you will quickly gain the skills and experience you need to build a successful career.

An apprenticeship or traineeship opens the doors to some amazing opportunities.

## How will you benefit?

- ✓ Achievement of nationally and internationally recognised qualifications
- ✓ You will gain industry specific skills and valuable work experience
- ✓ You will have improved job prospects
- ✓ You will have the opportunity to work and travel anywhere in Australia
- ✓ Allows you to earn while you learn

The team at Apprenticeship Support Australia (ASA) will provide you with ongoing support and advice throughout your apprenticeship or traineeship.

Welcome to the ASA Community. We are here to help you on your journey.

## Stay in touch

Need support? Call us on **1300 363 831** or email us at **[apprenticeshipsupport@cciwa.com](mailto:apprenticeshipsupport@cciwa.com)**

Your dedicated ASA Industry Training Consultant is your go-to expert in relation to your apprenticeship program.

YOU'RE ON TRACK  
TO A NATIONALLY  
RECOGNISED  
QUALIFICATION!

# WHO'S INVOLVED?

## Who signs you up?



### Apprenticeship Support Australia (ASA)

ASA is your Apprenticeship Network Provider contracted by the Australian Government. We conduct the training contract sign up, administer standard incentives program, offer support services, and have regular contact with the apprentice/trainee and employer as nominated.



### Apprenticeship Data Management System (ADMS)

ADMS is a modern and secure platform supporting the delivery of Australian Apprenticeship programs. The ADMS system is used by the Australian Apprentice or Trainee to review and submit claim applications. If eligible to claim, the Australian Apprentice or Trainee will receive an email notification to advise their application is ready to progress from ADMS.



### State Training Authority (STA)

The DTWD Apprenticeship Office is the regulator of apprenticeships and traineeships in Western Australia. They provide the final step and approve your training arrangement. They make things official!



### Employer

The employer hires apprentices/trainees and provides appropriate support, training and supervision on the job for you to gain the skills and knowledge to complete your apprenticeship or traineeship.



### Group Training Organisation (GTO)

In some instances the apprentice/trainee is not employed directly by an employer, but through a GTO. The GTO employs you and places you with a host employer.

## The Australian Apprentice/Trainee That's you!

## Who trains you?



### Your employer – on-the-job training

Gaining hands-on experience is important. Your employer provides appropriate support, training and supervision on the job so that you can gain the skills and knowledge to complete the requirements of your apprenticeship or traineeship.



### Registered Training Organisation (RTO) – off-site training

The RTO works with you and your employer to deliver a training plan, deliver training, assess achievement of skills and issue the qualification on successful completion. TAFE is an example of an RTO. An Employer must release the Australian Apprentice for formal training and pay the appropriate wages to attend any training and assessment set out in the training plan. Release time to complete formal training is also stipulated in the full training plan.

Remember, you need to be signed up with ASA before enrolling with a RTO.

# APPRENTICESHIP SUPPORT AUSTRALIA IS WITH YOU ALL THE WAY



## Connecting you with your employer

Employers are the foundation of every registered apprenticeship program. Your employer will work with your dedicated ASA Industry Training Consultant and the Registered Training Organisation (RTO) to ensure you are on track to complete your national qualification.



## Related study requirements

Combine on-the-job learning with further education and study with an RTO, such as TAFE. Your employer and your ASA Industry Training Consultant will organise this for you.

The payment of your training fees depends on the Industrial Award under which you are paid.



## Integrated on- the-job training

Together, your RTO and employer will organise:

- What you will be trained in
- Who you will be training with
- How the training will be done
- Where the training will take place
- And arrange for you to attend any off-the-job training.



## National qualifications

Once you've completed your apprenticeship or training, you will be the proud owner of a national qualification. This is your guarantee that you are fully qualified, and on track to excelling in your chosen career!



## VET is for earning

Your employer will pay your wages and superannuation. You will receive the same entitlements as all other employees (such as annual leave, sick leave and public holidays) according to the agreement/award under which you are employed. Check out a snapshot of industry pay scales here: [skillsroad.com.au/career-advice/explore-careers](https://skillsroad.com.au/career-advice/explore-careers)

How it all  
comes  
together

# WHAT TO EXPECT AT SIGN-UP

Making the decision to become an apprentice or trainee involves careful planning, thorough analysis and weighing up the pros and cons. That is why we give you a minimum of **24 hours to think through your decision**, before signing.

Need help? Call **1300 363 831**



## Who is your Industry Training Consultant?

The ASA Industry Training Consultant is your go-to expert in relation to your apprenticeship or traineeship program.

Documents that will be presented for discussion and signature:

- ✓ National Training Contract
- ✓ Additional forms that may be applicable to your apprenticeship or traineeship arrangement



## Documentation to have ready

- ✓ Your Unique Student Identifier (USI). To create your USI go to: [usi.gov.au](http://usi.gov.au)
- ✓ Your ID (Driver's licence or photo ID)
- ✓ Copies of any previous qualifications completed
- ✓ Visa details and document (if applicable)
- ✓ If possible, your parent or guardian to attend the sign up if you are under 18
- ✓ Your myGov log in details in case you are eligible for any Financial Incentive to assist you to log into the ADMS System



## Points for discussion

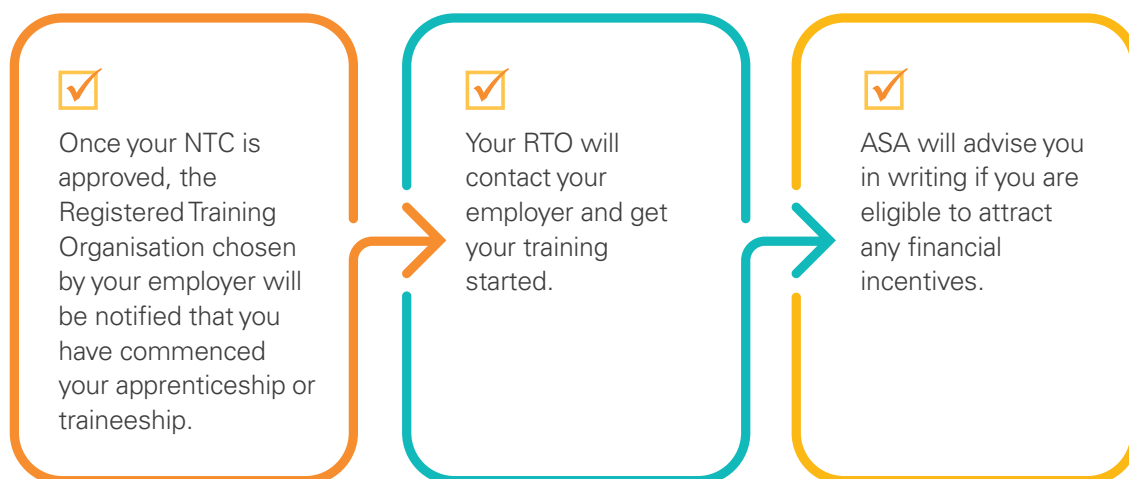
- ✓ Financial incentives and benefits that may be available to you and your employer as well as the claiming procedure
- ✓ Support available from ASA throughout your apprenticeship or traineeship arrangement
- ✓ Future contact points we will have with you and your employer to ensure you are working towards a successful completion and that all details are correct

Your local Industry Training Consultant will arrange a convenient time for you and your employer to complete your Apprenticeship/Traineeship National Training Contract (NTC) and relevant paperwork to submit the training arrangement to the State Training Authority for approval.

# YOU ARE ON YOUR WAY TO SUCCESS

## The contract has been signed – now what?

Once the National Training Contract (NTC) is completed and signed, the training contract obligations become automatically binding.



With over 500 qualifications across all industries, you can continue your training and further your career options.

1. Upskill into a higher-level qualification
2. Cross-skill into a related qualification or additional trade

# HELP ALONG THE WAY

## PLUS FREE access to our unique Resource Hub

Undertaking an apprenticeship or traineeship is a great career option. However, we understand at times it can be difficult. While none of us can fully prepare for everything that might happen when we start working full time, the team at Apprenticeship Support Australia have developed some resources to help you adapt. We are committed to providing ongoing tailored support and assistance.

### Our apprentice and trainee services include:

- ✓ Continuous support throughout your term of training
- ✓ An essential guide to successfully commencing and completing your new apprenticeship or traineeship
- ✓ Access to our innovative apprentice and trainee coaching and advisory programs



### Advisory services

Regular contact and ongoing support from your dedicated Apprentice Advisor. Phone and face-to-face support from trained advisors for personal, training and work-related issues.

### FREE Resource Hub

ASA's Resource Hub gives you 24/7 access to resources such as videos and worksheets that help you throughout your training.

### Check out the page

[apprenticeshipsupport.com.au/Apprentice-Trainee-Resource-Hub](http://apprenticeshipsupport.com.au/Apprentice-Trainee-Resource-Hub)

**REMINDER** – You've made it this far and you're definitely going places. **And remember to respond to the communications we send you.** We need to know how you are tracking!

If in doubt, reach out to us via email on [apprenticeshipsupport@cciwa.com](mailto:apprenticeshipsupport@cciwa.com)







## Finding your balance

It's possible to work, live and have fun. Here's how:

**FIND YOUR BALANCE**

Manage a healthy work-life balance with these tips:

- 1 Prioritize your tasks**
  - Remember what you have for 'flex opportunities' (workshops)
  - Are the priorities for you, or for your manager? Can you do them before you call the clock? It's up to you to make the most of it - which means making some tough decisions and sacrifices.
- 2 Know when to say 'no'**
  - If you can't get out the right before a big job, just say no. The quality that comes from saying no is better than your satisfaction with.
- 3 Make time for exercise**
  - Exercise boosts energy and concentration. Light cardio before and after work can help. Find time to exercise - even if it's just a walk.
- 4 Have a hobby**
  - You will have a life!
- 5 Delegate some tasks**
  - Don't go it alone. Delegate some tasks to your colleagues or team.
- 6 Estimate time needed**
  - Plan working through flexible and non-flexible work hours. Try to anticipate problems such as meetings or unexpected tasks. Remember to give a buffer.
- 7 Don't go it alone**
  - If you're struggling to deal with your workload and you're stressed, don't try to go it alone. Get help from your supervisor, your peers or a friend. Remember, they've been through this too, and they will help.
- 8 Get in touch**
  - If you're ever unsure or want to chat to someone, call one of our mentors on **0432667106** or email [hello@apprenticeshipsupport.com.au](mailto:hello@apprenticeshipsupport.com.au)

## Banking basics

Is your bank account working for you? Find out!

**BANKING BASICS**

**Got money?**

**It's time to open a bank account!**

Many young adults have never opened a bank account. It's time to open a bank account. Bank accounts are great for saving money, paying bills, and getting a good credit score. Here are some tips to help you choose the right bank account for you.

**What bank account should I choose?**

When to open your money to spend in a piggy bank? You need a transaction / deposit account. Your income budget, credit history, and savings goals will help you decide. There are many types of bank accounts, each with its own features and benefits. Here are some tips to help you choose the right bank account for you.

**When choosing, check for:**

- Low or no account fees (including ATM fees, international transaction fees or fees on purchases)
- Bank fees are usually \$4 a month for account fees, doesn't seem like much, but that \$40 a year is a lot of money. Find for bank fees in Queensland, \$250 for young adults (over 18). You get the picture. ATM fees make it even worse.
- Good interest on savings. Make sure that the interest rate is an ongoing feature of the account, not just for a promotional period.
- Check the cash. Does the account have conditions that limit transactions in a month, maximum amount to ensure the post interest rate, and your really meet them?
- Can you open a deposit account in a current account or have a piggy bank?
- Can you open a banking service via a smart phone, mobile banking app, or not available?
- Can you open a bank account via a smart phone, mobile banking app, or not available?
- Can you open a bank account via a smart phone, mobile banking app, or not available?
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**Get in touch**

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## Spending your money right

How to set yourself up for future riches.

**HOW TO BE A SAVVY SPENDER**

Spending things can be loads of fun, right? There's a reason for that: research has found that buying something new and exciting can release feel-good hormones such as endorphins, dopamine and serotonin in our bodies. This makes us want to buy more to keep feeling good. But we can't always afford to. So before you go "Shop up and take my money," ask yourself these six questions...

- 1 Do I NEED it, or just WANT it?**
  - You NEED it if you can't live without it. You WANT it if you can live without it. You WANT it if you can live without it. You WANT it if you can live without it.
- 2 Will it save me, or just cost me more?**
  - Will it save me, or just cost me more? Will it save me, or just cost me more? Will it save me, or just cost me more?
- 3 Is this the best price?**
  - Shop around at different retailers or in different areas - you might save a lot of money, or even decide that you don't really need to buy anything after all.
- 4 Can I buy it on credit?**
  - Can I buy it on credit, or use a credit card only for something I can't live without? Can I buy it on credit, or use a credit card only for something I can't live without? Can I buy it on credit, or use a credit card only for something I can't live without?
- 5 How long will it last?**
  - How long will it last? How long will it last? How long will it last? How long will it last? How long will it last?
- 6 Will it get me into debt?**
  - Will it get me into debt? Will it get me into debt? Will it get me into debt? Will it get me into debt? Will it get me into debt?

**REMEMBER:**

- DON'T buy on credit, or use a credit card only for something I can't live without.
- Be careful with debt! It's easy to get carried away and then regret things that you can't afford to pay off.

**Get in touch**

If you're ever unsure or want to chat to someone, call one of our mentors on **0432667106** or email [hello@apprenticeshipsupport.com.au](mailto:hello@apprenticeshipsupport.com.au)

## Financial terms

All the terms you need to know.

**FINANCIAL TERMS**

- Budget**
  - A plan to live track of your money.
- Income**
  - Money that you earn (wages, salaries, interest earned, savings, investments, etc.).
- Expenses**
  - When you spend your money on food, bills, clothes, hobbies, etc.
- Savings**
  - Putting extra money aside for future use.
- Savings account**
  - A bank account that pays interest on the account holder. It's not designed to make purchases or payments.
- Transactional account**
  - Everyday deposit account for purchases and payments.
- Credit history**
  - Your credit record (includes history of usage and repayments).
- Account-opening Bank Fees**
  - Opening fees for bank charges to create and maintain your bank account. Look for banks with the lowest or no fees, especially for youth bank accounts.
- Super**
  - A type of "savings" account for your superannuation. Your employer puts a percentage of your salary into your Super every year, which is given a concessional and grows for future financial security.
- Tax**
  - Payments made out of your income (wages, interest earned), which go to the government for the work that it does, such as improving schools and funding roads.
- TFN**
  - Tax File Number - you need this once you start working.
- Tax deductions**
  - Claims you can make to pay less tax, such as charitable donations, travel costs or important work gear.
- Net salary**
  - Your take-home pay after tax and deductions, but before you start paying your bills...

**Get in touch**

If you're ever unsure or want to chat to someone, call one of our mentors on **0432667106** or email [hello@apprenticeshipsupport.com.au](mailto:hello@apprenticeshipsupport.com.au)



# LET'S CONNECT

## Talk to us today

### Call 1300 363 831

Speak to our team of experts and advisors

### Go to [apprenticeshipsupport.com.au](https://apprenticeshipsupport.com.au)

Sign into your dedicated apprentice and trainee section to access up-to-date advice

### Email us

Get in touch via [apprenticeshipsupport@cciwa.com](mailto:apprenticeshipsupport@cciwa.com)

### Join [Skillsroad.com.au](https://Skillsroad.com.au)

Skillsroad is a unique career advice and job search platform that connects young job seekers with employers. They provide support to over 300,000 entry-level job seekers across the country, and have some great tips on succeeding in the workplace



## National

### 01. The Australian Apprenticeship Support Loans

This site is comprehensive when it comes to your apprenticeship. Visit [australianapprenticeships.gov.au](https://australianapprenticeships.gov.au)

### 02. Tips on job and career opportunities

Visit [skillsroad.com.au](https://skillsroad.com.au)

### 03. If you need to talk to a recruiter

The Australian Government's national network of recruitment service providers. They can even help you find a job. Visit [jobsearch.gov.au](https://jobsearch.gov.au)

### 04. Your Unique Student Identifier (USI)

Remember all apprentices and trainees require a USI number to enrol or re-enrol with their training provider. Visit [usi.gov.au](https://usi.gov.au)

### 05. If you're not sure about your pay rate and conditions

The [fairwork.gov.au](https://fairwork.gov.au) website is the best place to start.

### 06. Need help or advice?

Your dedicated mentor is here to help you complete your training. If you're having problems with training, issues at work or matters outside of work call **1300 363 831** for an initial consultation.

## 07. Lodging a training complaint

Visit [dewr.gov.au/national-training-complaints-hotline](https://dewr.gov.au/national-training-complaints-hotline) or call 133 873

## WA

### 01. 24/7 online access to your contract

The Western Australian Apprenticeship Management System (WAAMS) is an online client portal that allows you to manage your training contract details online. Visit [waamsportal.dtwd.wa.gov.au/](https://waamsportal.dtwd.wa.gov.au/)

### 02. Looking for advice on a State Award?

Wageline can give you information including rates of pay and conditions of employment. Call **1300 655 266**

### 03. Licensing, health and safety support

Access information on how to obtain licences and WorkSafe practices. Visit [commerce.wa.gov.au/worksafe](https://commerce.wa.gov.au/worksafe)

# FREQUENTLY ASKED QUESTIONS

There are many unanswered questions surrounding working and studying as an apprentice or trainee. Here's what you need to know.

## 01. What is the difference between an apprenticeship and a traineeship?

- A traineeship is generally in a non-trade area and the training term is typically 1 to 2 years full time and an apprenticeship is for trade areas with a term of up to 3 or 4 years full time.
- Part-time training arrangements for traineeships and apprenticeships may be approved where a part-time employee is supported by an appropriate industrial award or agreement and the minimum part-time hours of work are met. The training term for a part-time training arrangement is longer.

## 02. What are my study commitments?

Your Registered Training Organisation (RTO) develops a training plan with you and your employer. TAFE is also an RTO. The training plan outlines the number of units of competency required to complete your apprenticeship or traineeship; how, when and where the training will be done; and how assessment of competencies is to occur.

## 03. How long will it take me to complete an apprenticeship or traineeship?

Apprenticeships and traineeships are approved for a nominal term based on advice by industry about how long it may take the apprentice or trainee to gain the required level of skills through work-based training and formal RTO training.

Early completion may occur if the apprentice or trainee has been assessed as competent and issued with a qualification by their RTO. The application for early completion must be supported by both the employer and apprentice/trainee.

## 04. How much will I earn as an apprentice?

The Australian Fairwork Ombudsman has created a pay calculator. Visit: [calculate.fairwork.gov.au/FindYourAward](http://calculate.fairwork.gov.au/FindYourAward) or if you're employed under a state award visit [commerce.wa.gov.au/labour-relations/wa-pay-rates/au/FindYourAward](http://commerce.wa.gov.au/labour-relations/wa-pay-rates/au/FindYourAward)

## 05. How much are my apprenticeship or traineeship fees?

Your RTO will advise if there are additional costs associated with your nominated course. Payment is dependent on the current relevant State Government policy, and the industrial award or agreement you are employed under.

## 06. What should I do if I experience a workplace issue?

Your employer has the legal responsibility and obligation to ensure your health and safety is a priority whilst working and training during your confirmed hours of work. They are also responsible for ensuring that the principles of equal opportunity and workplace harassment are communicated and practiced.

### Just a reminder

You have a responsibility for your own behaviour and to obey your employer's instructions, ensuring your own safety and that of your colleagues. Being self-aware is incredibly valuable in the workplace.

To have a clear understanding of each other's obligations and expectations throughout your apprenticeship or traineeship you and your employer should read the "National Code of Good Practice for Australian Apprenticeships," provided separately.

## 07. What are my responsibilities?

As an apprentice or trainee you can expect a high level of service with the availability of two key documents: the National Code of Good Practice for Australian Apprenticeships and the Australian Apprenticeship Support Network Code of Conduct. Both of these documents are available at [australianapprenticeships.gov.au/about-aasn](http://australianapprenticeships.gov.au/about-aasn)

**TOP TIP** – Your Industry Training Consultant and the ASA Contact Hub are your main points of contact to guide you and support you on the journey.

Visit [apprenticeshipsupport.com.au/contact-us](http://apprenticeshipsupport.com.au/contact-us) or call us on **1300 363 831**.

# YOUR FINANCIAL ENTITLEMENTS

## For WA apprentices and trainees

This list indicates the value of the incentives and benefits you may be eligible for as an apprentice or trainee. It is a guide only. Payment of incentives and benefits will be subject to employers and their apprentices or trainees satisfying the eligibility criteria. Details of each incentive and benefit should be discussed with your Industry Training Consultant.

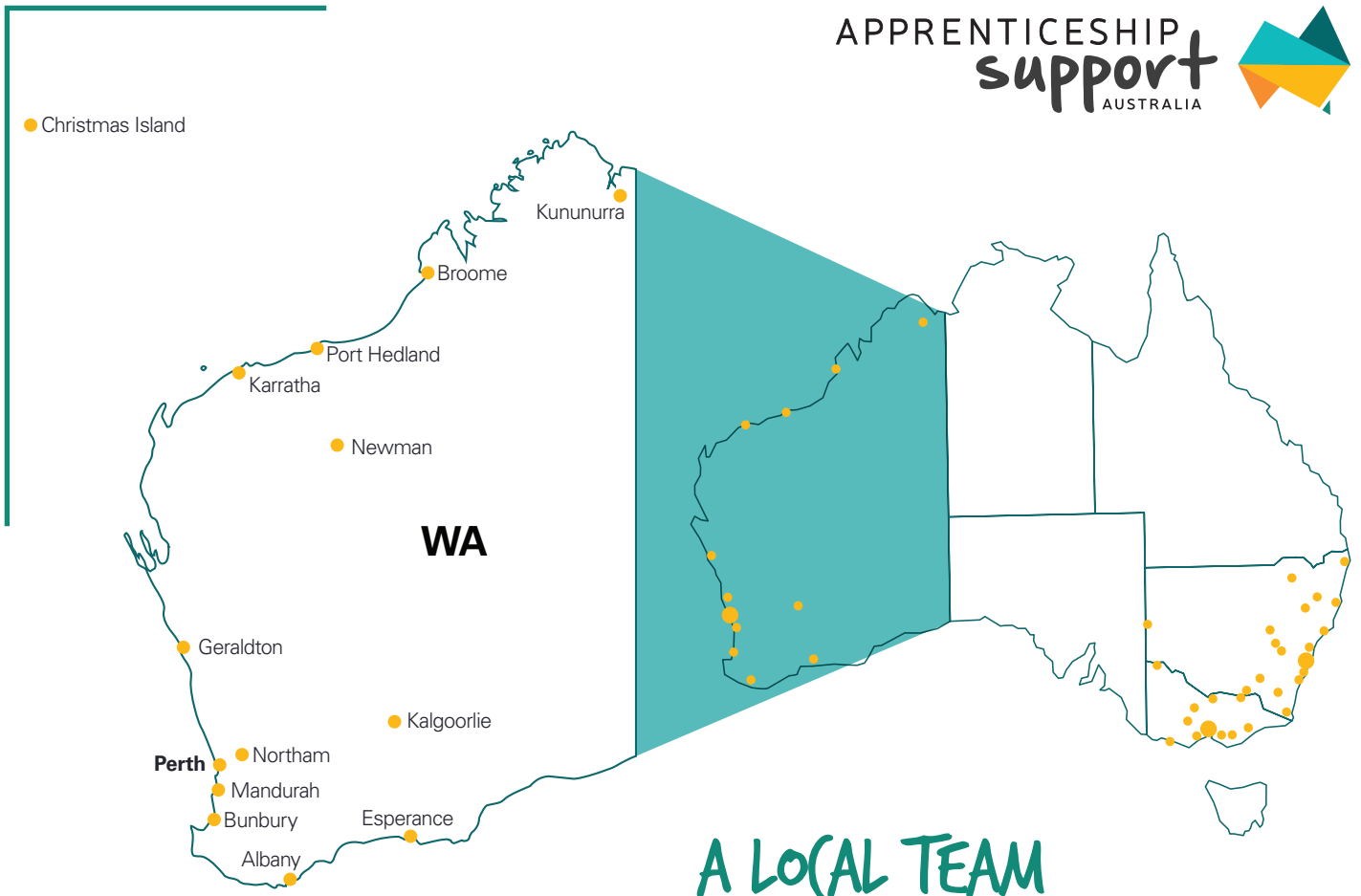
### Incentive and Benefits from 1/07/2022 for new and recommencing Australian Apprentices

<b>Australian Apprentice Training Support Payment</b>	Full-time	\$1,250 every six months over the first two years of the Australian Apprenticeship (up to \$5,000 in total). Direct financial assistance for Australian Apprentices undertaking a Certificate III or higher qualification in a Priority Occupation on the Australian Apprenticeships Priority List to support them to complete their training. Note: A period of suspension or cancellation may affect the claim period.
	Part-time	\$625 every six months over the first two years of the Australian Apprenticeship (up to \$2500 in total). Direct financial assistance for Australian Apprentices undertaking a Certificate III or higher qualification in a Priority Occupation on the Australian Apprenticeships Priority List to support them to complete their training. Note: A period of suspension or cancellation may affect the claim period.
	Priority list	<ul style="list-style-type: none"> <li>Priority List for commencements from 1/1/2024 can be found at: <a href="https://dewr.gov.au/skills-support-individuals/resources/appendix-australian-apprenticeship-priority-list-1-january-2024">dewr.gov.au/skills-support-individuals/resources/appendix-australian-apprenticeship-priority-list-1-january-2024</a></li> <li>Priority List for commencements from 1/01/2023- 31/12/2023 can be found at: <a href="https://dewr.gov.au/skills-support-individuals/resources/appendix-australian-apprenticeship-priority-list">dewr.gov.au/skills-support-individuals/resources/appendix-australian-apprenticeship-priority-list</a></li> <li>Priority List 1/07/2022-31/12/2022 can be found at: <a href="https://dewr.gov.au/skills-support-individuals/resources/appendix-australian-apprenticeship-priority-list-1-july-31-december-2022">dewr.gov.au/skills-support-individuals/resources/appendix-australian-apprenticeship-priority-list-1-july-31-december-2022</a></li> </ul>
<b>New Energy Apprentice Support Payment</b> *For commencements from 1/01/2023	Full-time	\$2,000 paid at 6 Months, 12 Months, 24 Months, 36 Months and Completion, up to a maximum of \$10,000. Direct financial assistance to Australian Apprentices commencing an Australian Apprenticeship in a clean energy occupation and qualification, as identified on the Priority List.
	Part-time	\$1,000 paid at 6 Months, 12 Months, 24 Months, 36 Months and Completion, up to a maximum of \$5,000. Direct financial assistance to Australian Apprentices commencing an Australian Apprenticeship in a clean energy occupation and qualification, as identified on the Priority List.
	Priority list	<ul style="list-style-type: none"> <li>Priority List for commencements from 1/1/2024 can be found at: <a href="https://dewr.gov.au/skills-support-individuals/resources/appendix-australian-apprenticeship-priority-list-1-january-2024">dewr.gov.au/skills-support-individuals/resources/appendix-australian-apprenticeship-priority-list-1-january-2024</a></li> <li>Priority List for commencements from 1/01/2023- 31/12/2023 can be found at: <a href="https://dewr.gov.au/skills-support-individuals/resources/appendix-australian-apprenticeship-priority-list">dewr.gov.au/skills-support-individuals/resources/appendix-australian-apprenticeship-priority-list</a></li> <li>Clean energy occupations are identified by the symbol ❖ and green highlighting at Australian Apprenticeships Priority List.</li> </ul>

## Incentive and Benefits from 1/07/2022 for new and recommencing Australian Apprentices

<p><b>The Australian Apprenticeship Support Loans</b> 1300 363 831 Apprenticeship Support Australia Not applicable for NZ Citizens and Non-permanent Visa Holders</p>	<p>From 1 July 2023 eligible apprentices and trainees have access to loans of up to \$24,492 lifetime limit, over four years to assist with the costs of completing an apprenticeship or traineeship.</p> <p>Paid in monthly instalments in arrears with annual limits of \$9,797 in year one; \$7,348 in year two; \$4,898 in year three; and \$2,449 in year four.</p> <p>On loan approval, 6 months of monthly instalments become payable. You must opt in for another 6 months of payments to continue the loan. You can opt out at any time and to avoid any overpayment you must advise Apprenticeship Support Australia within 14 days if you leave or are suspended from your apprenticeship/traineeship.</p> <p>Repayments of the loan are made through the tax system and start when you are earning a sustainable income. A list of compulsory repayment thresholds and rates is available at: <a href="http://studyassist.gov.au/paying-back-your-loan/loan-repayment">studyassist.gov.au/paying-back-your-loan/loan-repayment</a></p> <p>The compulsory repayment threshold for the 2023-24 income year is \$51,550.</p> <p>A 20% discount applies to the loan on successful completion of your apprenticeship or traineeship.</p>
<p><b>Living Away From Home Allowance (LAFHA)</b> 1300 363 831 Apprenticeship Support Australia</p>	<p>You may be eligible for LAFHA if you have to move away from your parental/guardian home for the first time to commence or remain in an apprenticeship or traineeship.</p>
<p><b>Centrelink - Income Support (in lieu of LAFHA)</b> 13 36 33 <a href="http://servicesaustralia.gov.au">servicesaustralia.gov.au</a></p>	<p><b>ABSTUDY</b> – help with costs if you are an Aboriginal Australian or Torres Strait Islander undertaking an apprenticeship or traineeship or studying and not getting another payment to study or train.</p> <p><b>Austudy</b> – provides financial support if you are aged 25 years of age or older and a full-time student, apprentice or trainee; and under the income and assets test limits.</p> <p><b>Youth Allowance</b> – financial help if you are 16 to 24 years of age and undertaking a full-time apprenticeship or traineeship.</p>
<p><b>Low Income Health Care Card</b></p>	<p>Contact Services Australia to check if you are eligible to apply for a Low Income Health Care Card. The card may provide other benefits such as concessions and discounts for training courses (contact your RTO to ask about this).</p>
<p><b>Travel and Accommodation Allowance (TAA)</b></p>	<p>Through TAA, the Department of Training and Workforce Development assists apprentices and trainees with travel and accommodation related to the completion of their off-the-job training component.</p> <p>For more information visit: <a href="http://dtwd.wa.gov.au">dtwd.wa.gov.au</a></p>

The information contained in this PDF is current as at January 2024. Benefits and services are subject to change at any time without notice. Australian Apprentices commencing or recommencing prior to 01/07/2022 will be eligible for payments under the Australian Apprenticeships Incentive Program (AAIP). Please check with Apprenticeship Support Australia, 1300 363 831 or [apprenticeshipsupport.com.au](http://apprenticeshipsupport.com.au) for the latest information.



## A LOCAL TEAM IN YOUR LOCAL COMMUNITY

Apprenticeship Support Australia, powered by the Chamber of Commerce and Industry WA, is contracted by the Australian Government to provide skills development advice and solutions to businesses across Australia.

We are committed to building a better Australia by promoting the participation in, and increasing the completion of, Vocational Education and Training programs, including apprenticeships and traineeships under the Australian Apprenticeship Support Network.

### Apprenticeship Support Australia

Garden Office Park  
Building A, Level 1  
355 Scarborough Beach Road  
Osborne Park WA 6017

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