



APPRENTICE AND TRAINEE SIGN-UP GUIDE

WA

from 1 July 2022



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Apprenticeship Support Australia

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is with you all the way

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WELCOME TO APPRENTICESHIP SUPPORT AUSTRALIA

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
- ✓ Gain industry specific skills and valuable work experience
- ✓ Have better job prospects
- ✓ Opportunity to travel and work 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**

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!

Who employs you?




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 to deliver a training plan, deliver training, assess achievement of skills and issue the qualification on successful completion. TAFE is considered a RTO. 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

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
- ✓ 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



Points for discussion

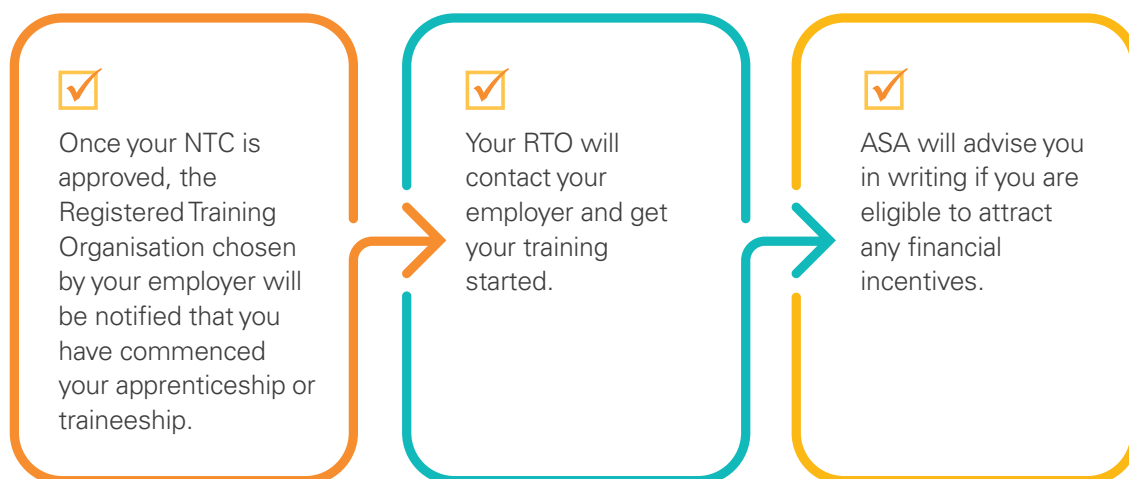
- ✓ Financial incentives and benefits that may be available to you and your employer as well as the claiming procedure
- ✓ Support available from ASA throughout your apprenticeship or traineeship arrangement
- ✓ Future contact points we will have with you and your employer to ensure you are working towards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

REMINDER – Take time to be proud of yourself. You've made it this far and you're definitely going places. **And remember to respond to the communications we send you.** We want to know how you are tracking!

If in doubt, reach out to us via email on apprenticeshipsupport@cciwa.com



A SNAPSHOT OF OUR AVAILABLE RESOURCES

Just for you!

First day at work checklist

Everything you need to know to make Day 1 a success.



FIRST DAY CHECKLIST

Make the most of your new apprenticeship or traineeship - here's how.

Before day 1

Check with your employer what they require you to bring on your first day. This may include:

- Your TFN (Tax File Number)
- Your bank account details
- Your driver's licence or passport
- Details of your superannuation fund if you have one. Your employer might have a preferred super supplier - ask!
- Your physical and postal address
- Details of an emergency contact

Must-know before you go

Have you thought about the following?

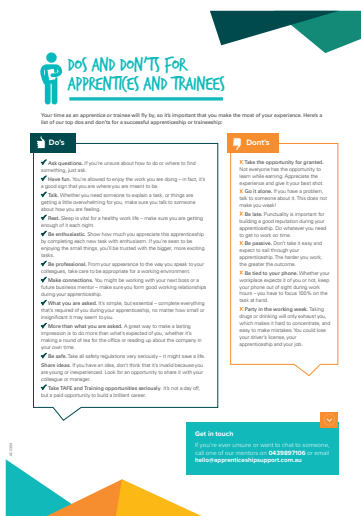
- Work location** - double check exactly where you should arrive.
- Start time** - check when you need to arrive on your first day, and the hours you'll work.
- Details of your job**, and what you can expect to get paid.
- Superannuation** - check you know where you need to get your info sent.
- Travel arrangements** - how are you going to get to work? Check all your long-distance bus fares before starting so that you know what you'll be paying to get to work.
- Dress code** - make sure you know what you're expected to dress as.
- First aid and other** - check what you need to do if you're injured by your first day (check your employer's First Aid Response Training Organisation) will it be an RFS or another location, and what departments are you expected to attend to?

TOP TIP! If you're using public transport, don't forget to apply for your Ozap Traveller Card for half-price fares!

Get in touch
If you've ever received or need to check in with us, call one of our helpline on 0438897006 or email help@apprenticeshipsupport.com.au

Dos and don'ts

What you need to know to make the best of your apprenticeship/traineeship.



DOS AND DON'TS FOR APPRENTICES AND TRAINEES

Your first day as an apprentice or trainee will fly by, so it's important that you make the most of your experience. Here's a list of our top dos and don'ts for a successful apprenticeship or traineeship.

Dos

- Ask questions.** You're unsure about how to do or where to find something, just ask.
- Have fun.** You've allowed to enjoy the work you are doing - in fact, it's a good sign that you're enjoying your work!
- Ask.** Whether you need someone to establish a task, or things are starting to slow down, for you, make sure you ask someone what you are doing.
- Be safe.** Always look for a healthy work life - make sure you are getting enough of each right.
- Be enthusiastic.** Show how much you appreciate this apprenticeship by completing each task with enthusiasm. You've been keen to be changing the small things, and be treated with the biggest, most exciting ones.
- Be professional.** From your appearance to the way you speak to your employer, they can tell if you're ready to be working for them and on your own.
- Make connections.** You might be working with your mentee but it's also good to make connections with other people in your apprenticeship.
- Take your own advice.** It's simple, but essential - complete everything that's required of you during your apprenticeship, to make sure you know it and remember it when you start.
- Share what you are asked.** A great way to make a lasting impression is to share what you've been asked to do, whether it's making a round of tea for the office or reading up about the company or your own role.
- Be safe.** Take all safety regulations very seriously - it might seem a bit obvious, but you have to take steps to make sure you know the safety rules you are going to be asked to follow. Look for an opportunity to share it with your colleagues or manager.
- Take DSE and Training opportunities seriously.** It's not an after-thought, it's a good opportunity to build a better work life.

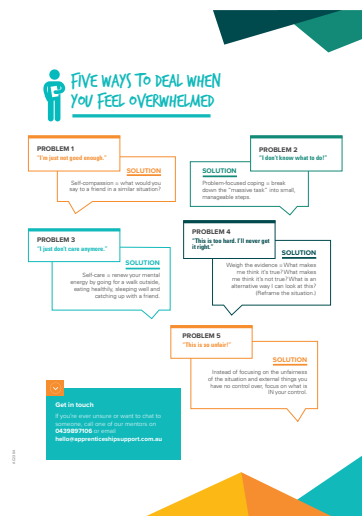
Don'ts

- Take the opportunity for granted.** You've been given the opportunity to learn while working. Appreciate the experience and don't get too used to it.
- Be defensive.** If you have a problem, ask to someone about it. This does not mean you're not!
- Be late.** Punctuality is important for building good relationships during your apprenticeship. Do whatever you need to get to work on time.
- Be passive.** Don't take it easy and expect to get through your apprenticeship. The harder you work, the greater the rewards.
- Be dead to your phone.** Whether your workplace expects it or not, it's best if your phone is off during working hours - you have to focus 100% on the task at hand.
- Party in the working week.** Taking drugs or drinking too much alcohol, which makes it hard to concentrate, and sleep in between. You could lose your driver's licence, your apprenticeship and your job.

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Managing stress

We all feel overwhelmed sometimes; here's how to deal.



FIVE WAYS TO DEAL WHEN YOU FEEL OVERWHELMED

PROBLEM 1 "I'm just not good enough."

SOLUTION Self-comparisons in other situations may be a friend in a similar situation!

PROBLEM 2 "I don't know what to do!"

SOLUTION Professionalism comes in many guises. Think about the "invisible tasks" you do, and manage them.

PROBLEM 3 "I just don't care anymore."

SOLUTION Self-care is a genuine personal strategy for a week, months, even years. Reconnect and looking up with a friend.

PROBLEM 4 "This is too hard, I'll never get it right."

SOLUTION Weigh the evidence - if that's all that's going on, think it's not. What makes you think it's not? There is an alternative way to look at it? (Remember the situation?)

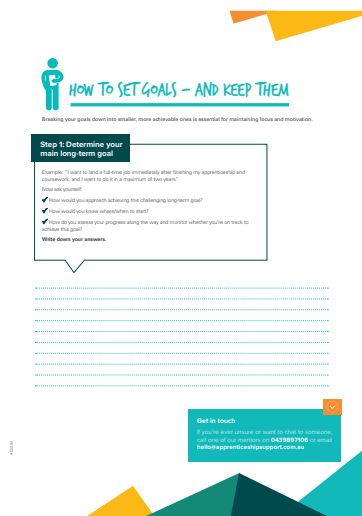
PROBLEM 5 "This is so unfair!"

SOLUTION Instead of focusing on the unfairness of the situation and external things you have no control over, focus on what you can control.

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Setting goals

Got goals? Make sure you reach them with these practical tips.



HOW TO SET GOALS - AND KEEP THEM

Breaking your goals down into smaller, more achievable ones is essential for maintaining focus and motivation.

Step 1: Determine your main long-term goal

Example: "I want to save \$10,000 to start my own business by the end of 2025." (or your own goal)

- How would you approach achieving this challenging long-term goal?
- How would you know when you're done?
- How do you monitor your progress along the way and monitor whether you're on track to achieve this goal?

Write down your answers:

.....

.....

.....

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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 Prioritise your tasks**
Remember what you've been told: 'Your superannuation is automatically deducted from your pay, so for a successful career and a comfortable retirement, it's important to make the most of it - which means making some tough decisions and sacrifices.'
- 2 'Make it say "no"'**
You can't get the right balance in a big job, just say no. Be polite but firm to make it clear what your priorities are.
- 3 Make time for exercise**
Exercise benefits your concentration, lifts your mood and helps you stay healthy. Make time for it every day.
- 4 Make a to-do list**
You can't do it all!
- 5 Wash what you eat**
Keep your food healthy and clean. Wash your hands and don't touch anything that isn't yours.
- 6 Manage your time**
Create a schedule to plan efficiently and keep on top of tasks. Prioritise your tasks into four categories to help you manage time:
 - ✔ Urgent and important
 - ✔ Important but not urgent
 - ✔ Urgent but not important
 - ✔ Neither urgent nor important
- 7 Sleep**
Try for eight hours a night.
- 8 Minimise time wasters**
Sleep scrolling through social media and browsing with friends. Try productivity software such as Freedom or RescueTime to give you a boost.
- 9 Don't go to work**
If you're struggling to deal with your workload and your life, don't go to work. Talk to your supervisor or manager or see a counsellor for help. They can help you manage your workload, stress, and they really can help.
- 10 Get in touch**
If you're ever unsure or need to chat to someone call one of our members on **0432697106** or email hello@apprenticesupport.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 kids learn about money by using the 'Three jar' strategy of saving, spending and giving. It's a good idea, but if you're ready for your own money, it's time to look at opening a bank account. Bank accounts are practical and safe ways of keeping your money in one place from where you can spend, save or grow it. Here are some important things to know about your account as a job!

What bank account should I choose?
Want to access your money to spend it on jobs? You need a transaction / debit account. Your income begins, pocket money, freelance work... get paid into it, and your expenses like rent, mobile data, movie tickets, clothing, food... get paid from it.
Want to save? You need a savings account. Usually, a savings account is linked to your transaction account. A savings account earns you interest, so expect 1% per annum to 3% per annum (depending on your age). For example, if you have \$1000 in your savings account, you'll earn \$15 interest in a year.

When choosing, check for:
 ✔ Low or no bank fees (including ATM fees, international transactions fees or fees on account)
 ✔ Bank fees are weekly \$1 a month for account fees, don't want bank fees but need \$1000 to open a bank account? Look for 2 years interest free period, \$200 to open a bank account... You get the point, ATM fees, credit card fees...
 ✔ Good interest rates on savings. Take care that the interest rate is a long-term rate of the account, and not just an introductory offer.
 ✔ Check the staff: Check the account has a suitable amount of transaction in a month, minimum deposit amount to ensure the good interest rate, and get your needs clear?
 ✔ Minimum deposit needed to activate account or open a bank account.
 ✔ Clear online banking services are a must!
 ✔ Are mobile banking apps non-negotiable?
 ✔ ATM close to you, or easy to find.
 ✔ Ability to make international transfers.
 ✔ Staff can't do what you're shopping.
 ✔ Account personalisation options to set savings goals.

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

Buying 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 here are eight regret & Savvy Spender! So before you go: "Shut up and take my money" say yourself these six questions...

- 1 Do I NEED it, or just WANT it?**
You NEED food and a good power plug for your car and they really, really need it. You WANT a new phone and a new watch. You might WANT it, but do you really NEED it? Is there anything wrong with your old phone, is there? Yes.
- 2 If I save now, can I afford something else later?**
Like a \$1000 watch or a fancy toaster from Home, De, or Currys. Prioritise yourself on a week in bed.
- 3 Is this the best price?**
Shop around at different retailers or at different times - you might save a lot of money, or even decide that you don't really need to buy anything after all.
- 4 Cheap buy or investment buy?**
Can something you're buying be something that can last a long time and be used regularly? A good quality coat or a good quality watch can last for many years.
- 5 How long will we use this?**
Don't buy just for the moment. Think about how long you'll use it. Don't buy just for the moment. Think about how long you'll use it.
- 6 Will I get into debt if I buy this?**
Will you get into debt if you buy this? Don't buy just for the moment. Think about how long you'll use it. Don't buy just for the moment. Think about how long you'll use it.

REMEMBER:
 • DON'T buy on credit, or use a credit card only for something if you have the cash to pay it off immediately.
 • Be careful with AbuPay! It's easy to get carried away and they're more things than you can afford to buy off.

Get in touch
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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 worthiness (includes a report and score, see here)
- Account-opening Bank Fees**
Opening fees the bank charges to create and maintain your bank account. Look for banks with the lowest or \$0 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 it gets invested and grows for future financial security.
- Gov**
Partners receive 50% of your income (wages, interest earned, etc) 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 money.
- 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
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LET'S CONNECT

Talk to us today

Call 1300 363 831

Speak to our team of experts and advisors

Go to 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

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 adjusting to full-time work.



National

01. The Trade Support Loan

This site is comprehensive when it comes to your apprenticeship. Visit australianapprenticeships.gov.au

02. Tips on job and career opportunities

Visit 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

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

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

The 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 dese.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/

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

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 or if you're employed under a state award visit 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

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 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.

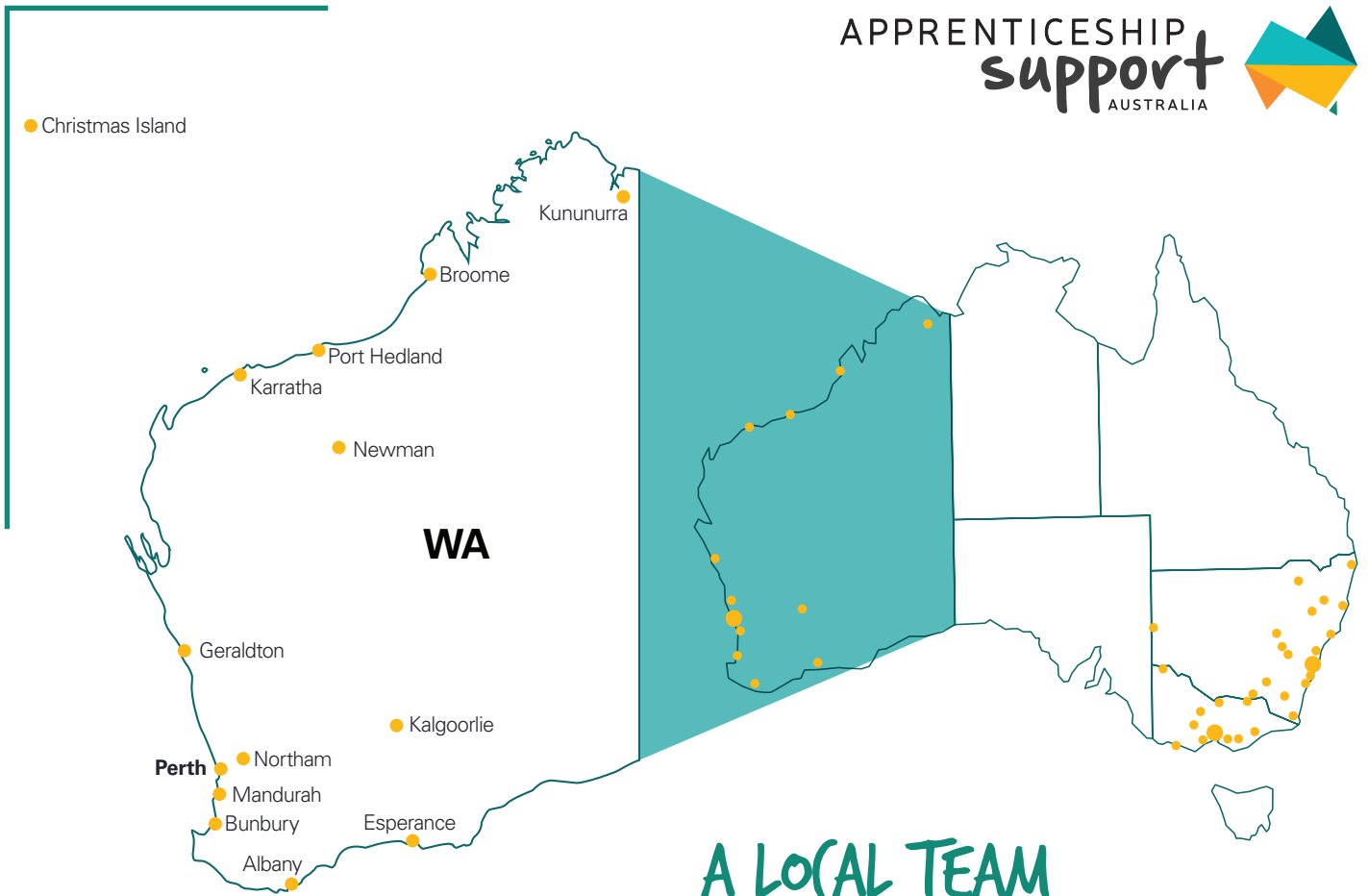
Incentive and Benefits from 1/07/2022 for new and recommencing Australian Apprentices

Australian Apprentice Training Support Payment	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	Priority List 1/07/2022-31/12/2022 can be found at: dewr.gov.au/skills-support-individuals/resources/appendix-australian-apprenticeship-priority-list-1-july-31-december-2022 Priority List for commencements from 1/01/2023 can be found at: dewr.gov.au/skills-support-individuals/resources/appendix-australian-apprenticeship-priority-list
New Energy Apprentice Support Payment *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	The Priority list can be found at: dewr.gov.au/skills-support-individuals/resources/appendix-australian-apprenticeship-priority-list Clean energy occupations are identified by the symbol ♠ and green highlighting at Australian Apprenticeships Priority List.

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

<p>The Trade Support Loan 1300 363 831 Apprenticeship Support Australia Not applicable for NZ Citizens and Non-permanent Visa Holders</p>	<p>From 1 July 2022 eligible apprentices and trainees have access to loans of up to \$22,890 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 \$9,156 in year one; \$6,867 in year two; \$4,578 in year three; and \$2,289 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: studyassist.gov.au/paying-back-your-loan/loan-repayment</p> <p>The compulsory repayment threshold for the 2022-23 income year is \$48,361.</p> <p>A 20% discount applies to the loan on successful completion of your apprenticeship or traineeship.</p>
<p>Living Away From Home Allowance (LAFHA) 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>Centrelink - Income Support (in lieu of LAFHA) 13 36 33 servicesaustralia.gov.au</p>	<p>ABSTUDY – 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>Austudy – 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>Youth Allowance – financial help if you are 16 to 24 years of age and undertaking a full-time apprenticeship or traineeship.</p>
<p>Low Income Health Care Card</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>Travel and Accommodation Allowance (TAA)</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: dtwd.wa.gov.au</p>

The information contained in this PDF is current as at January 2023. 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 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.

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