



APPRENTICE AND TRAINEE SIGN-UP GUIDE

TAS

from 1 January 2026



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WELCOME TO APPRENTICESHIP SUPPORT AUSTRALIA

Congratulations on your decision to become an apprentice or trainee! It's an exciting time to be joining the Vocational Education and Training (VET) Industry. By combining work and study you will quickly gain the skills and experience you need to build a successful career.

Did you know there are more than 500 occupations that offer apprenticeships and traineeships, ranging from Certificate II to Advanced Diploma levels? An apprenticeship or traineeship opens the doors to some amazing opportunities. With a nationally recognised qualification under your belt, you will be able to work anywhere across Australia.

How will you benefit?

- ✓ 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 info@asasupport.com.au 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 Department of State Growth – Skills Tasmania is the regulator of apprenticeships and traineeships in Tasmania. 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 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 the Group Training Organisation (GTO) (where applicable), your dedicated ASA Industry Training Consultant and the Registered Training Organisation (RTO) to ensure you are on track to complete your national qualification.

How it all comes together



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!



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. Speak to both your employer and ASA representative to find out how.



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.



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: apprenticeshipsupport.com.au/Apprentices/How-Much-Will-I-Get-Paid

WHAT TO EXPECT AT SIGN-UP



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:

- ✓ 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
- ✓ Your myGov log in details in case you are eligible for any Financial Incentive to assist you to log into the ADMS System

Assessment Services

Determine the **READINESS** and **ABILITY** of potential apprentices and employers for an apprenticeship.

We provide a Readiness check and tailored recommendations for support before signing.

Need help? Call **1300 363 831**



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 throughout your Australian Apprenticeship with you and your employer to ensure you are working towards a successful completion

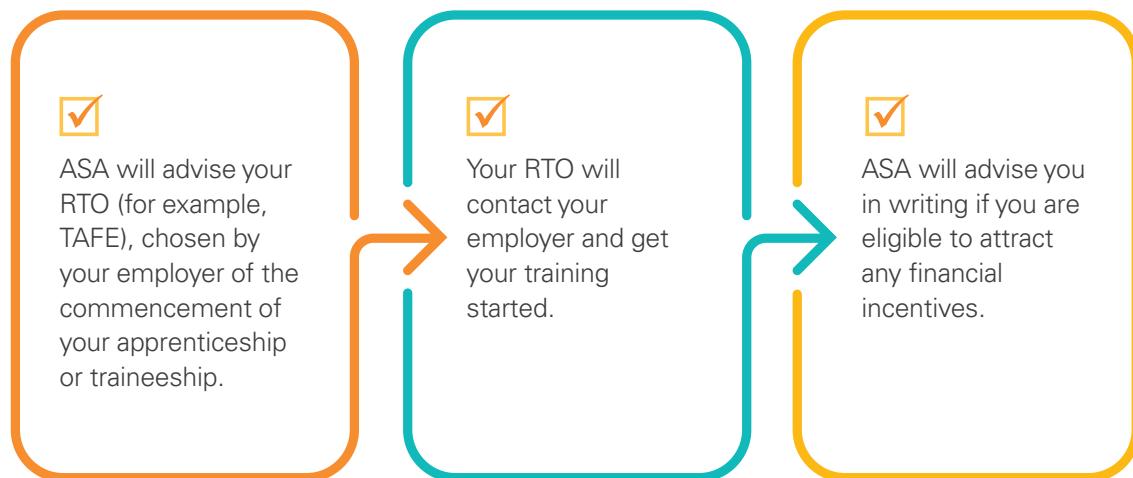


Your local Industry Training Consultant will arrange a convenient time for you and your employer to complete your Apprenticeship/ Traineeship Training Contract (TC) and relevant paperwork to submit the training arrangement to the State Training Authority for approval.

YOU ARE ON YOUR WAY TO SUCCESS

The contract has been signed – now what?

Once the Training Contract (TC) 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 Mentor. 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 – 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 info@asasupport.com.au



A SNAPSHOT OF OUR AVAILABLE RESOURCES

Just for you!

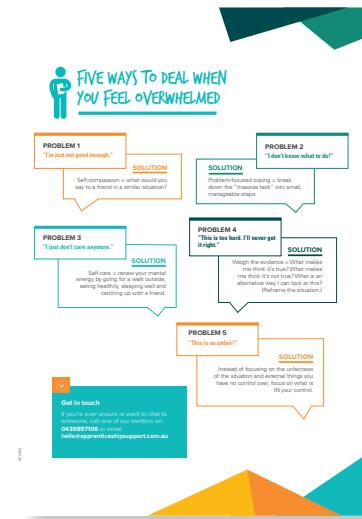
First day at work checklist

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



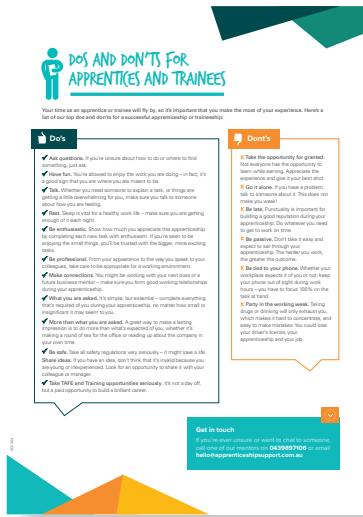
Managing stress

There is a lot of support to help you manage your stress. Here are some practical tips and ideas when you are feeling overwhelmed.



Dos and don'ts

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



Setting goals

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



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 focus on. For your opportunity to happen, you need to prioritise what you do for a successful career and life – whether you call the shots. It's up to you to make the most of it – whether money, time, health, education and relationships.

2 Manage your time

Create a sensible plan for work and leisure. Make sure you have time for your family, friends and your hobbies. Make time for your work. Make time for your leisure.

3 Learn to say 'no'

If you can't say no to the right before a big job, then say no. Be polite but firm. You can't do it all. Make time for your priorities and.

4 Sleep well

Try for eight hours a night. Make time for relaxation. Exercise, eat well and concentrate. Fight stress, drink water and eat well. Make time for it every day.

5 Make time for pleasure

Exercise, eat well and concentrate. Fight stress, drink water and eat well. Make time for it every day.

6 Have some fun

You still have a life!

7 Step scrolling through social media

Step scrolling through social media with friends. Try connecting with people such as friends or family for give you a boost.

8 Don't go it alone

If you're struggling to manage your time and you feel like it demands more of your time, then get help. Talk to a friend, a family member or a trusted friend or colleague. They will let you know they've been through this too, and they really

9 Get in touch

If you're not sure how to manage your work-life balance, contact us on **0499997058** or email hello@practicalupsupport.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 learn about money by using the "Three Jam Jar" strategy of saving, rewarding and giving. It's a good way to start, but it's not the only way to manage your money. There are many different types of bank accounts are practical and safe ways of keeping your money in one place, from where you can spend, save or grow it. While your employer might encourage you to bank your wages in a piggy bank, there are many other ways to bank your money.

What bank account should I choose?

Want to access your money as needed or pay bills? Want a transaction? Deposit account? Your income (wages, pocket money, freelance work...) is given paid into, and any expenses (bills, rent, mobile data, movie tickets, food, etc.) are taken out.

Want to save? You need a savings account. Usually, a savings account is linked to your transaction account. A savings account will earn interest on your money (1% per year is a good example) over a period of time (year). For example, if you have a \$5000 in your savings account, you can earn \$5 interest in a year.

When choosing, check for:

- ✓ Low or no fees (including ATM fees, overdraft fees, and transaction fees).
- ✓ Bank fees are created, \$4 - \$10 for account fees. Account fees are fees that are applied to your account (e.g. ATM fees, \$10 for 2 years leaves to BlueFees, \$200 for 5 years leaves to BlueFees, \$100 for 10 years leaves to BlueFees).
- ✓ Good interest rates. Take care of the good interest rate is a changing feature of the account, and it is important to check this.
- ✓ Check the catch. Does the account have conditions. Most amount of transactions in a month, minimum

Deposit account is to store the good-interest rates, and can you easily access them.

- ✓ low minimum deposit required to activate account or open account.
- ✓ one online banking services are a must!
- ✓ fully mobile banking apps non-negotiable
- ✓ good customer service
- ✓ the ability to make international transfers
- ✓ debit card that allows online shopping
- ✓ debit permission options to set savings goals

Spending your money right

How to set yourself up for future riches.



HOW TO BE A SAVVY SPENDER

Spending can be fun. But it can also be a waste of money.

There's a saying that the best way to buy something is not to buy it. And saving and excusing can reduce bad spending such as冲动购物, depression and stress on our bodies. This makes us want to buy more to keep feeling good. So, before you go: "Stop and take a moment," ask yourself these 4 questions.

1 Do I NEED it, or just WANT it?
You NEED food and a power source to live and stay healthy. You WANT a new car, a new phone, a new jacket. You might WANT that new iPhone... but then that's nothing wrong with your old jacket, is there? **2**

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Financial terms

All the terms you need to know.

FINANCIAL TERMS

- Budget**
A plan to keep track of your money.
- Income**
Money that you earn (pocket money, wages, salary, dividends, interest, lottery, lemonade stand...).
- Expenses**
What you spend your money on (food, bills, clothes, entertainment).
- Saving**
Putting some money aside for future use.
- Savings account**
A bank account that you can deposit to the account holder's bank. It's not always used for making purchases or payments.
- Transactional account**
Everyday deposit account for purchases and payments.
- Gross salary**
Your total salary package, including base salary and extras, pretax.
- Account keeping/bank less**
Ongoing fees the bank charges to create and maintain your bank account, along with the lowest or NO fees - especially for mobile bank account!
- Super**
A type of "nesting" account for your retirement savings. You can choose your employer may also contribute to your super, invest and grows for future financial security.
- TIN**
Payroll details out of your income (salary, wages, internet earned), which go to the government to pay taxes. Such as improving schools and flying crashes.
- Net deduction**
Details you can make to pay less tax, such as charitable donations, travel costs or important gifts.
- Net salary**
Your base salary after pay tax and deductions, but before you start paying your bills.

Get in touch
If you have any questions or want to chat to someone, call one of our mentors on 043889705 or email help@entrepreneurshipsupport.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

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

Email us

Get in touch via info@asasupport.com.au and we will come back to you as soon as possible

Join 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

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 workforceaustralia.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. Do you think you've been hard done by?

If for any reason you think you have been treated unfairly by your employer or your RTO, your first port of call is the Fair Work Ombudsman's website.

Visit fairwork.gov.au

06. If you need help with your pay

The fairwork.gov.au website is the best starting point.

07. Lodging a training complaint

Visit dewr.gov.au/national-training-complaints-hotline or call 133 873

TAS

01. Sometimes things do not go to plan

This service helps apprentices and trainees who may have lost their jobs, and may help you find an employer where you can complete your apprenticeship or traineeship. Visit skillsroad.com.au

02. Apprentice and trainee training fund (user choice)

Visit skills.tas.gov.au/providers/rto/courses_approved_and_funded_in_tasmania

03. Looking for an online career resource?

This platform offers career advice and the tips and tricks you need to complete your training successfully.

Visit skillsroad.com.au

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 completing the work-based and formal RTO training. Early completion, known as Competency Based Completion (CBC) may happen if the apprentice or trainee has been assessed as competent and issued with a qualification by their RTO. The application for CBC must be supported by both the employer and apprentice/trainee.

04. How much will I earn as an apprentice?

Your wage will be dependent on several factors including what industrial award or agreement you are paid under. The Australian Fairwork Ombudsman has created a pay calculator.

Visit: calculate.fairwork.gov.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, also the industrial award or agreement you are paid 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 three key documents **National Code of Good Practice, Provider – Code of Conduct and the Introduction to the National Employment Standards Document**. These documents are available at australianapprenticeships.gov.au

 **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 TAS 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.

Incentives and Benefits from 01/01/2026 for new and recommencing Australian Apprentices

Australian Apprentice Training Support Payment 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. *Payment Rates effective for commencement from 1 January 2026 and can be subject to change without notice. These payments will be subject to taxation through the standard tax system.	Payment Rates	Fulltime	Part-time
6 months	\$625	\$315	
12 months	\$625	\$315	
18 months	\$625	\$310	
24 months	\$625	\$310	
Key Apprenticeship Program Direct financial assistance for Australian Apprentices who commence or recommence on or after 1 July 2025 are undertaking a Certificate III or above qualification and occupation that is listed on the Priority List identified as being new energy or housing construction. * Payment Rates effective for commencement from 1 July 2025 and can be subject to change without notice. These payments will be subject to taxation through the standard tax system.	Payment Rates	Fulltime	Part-time
6 months	\$2000	\$1000	
12 months	\$2000	\$1000	
24 months	\$2000	\$1000	
36 months	\$2000	\$1000	
Completion	\$2000	\$1000	
The Australian Apprenticeship Support Loans An Australian Apprenticeship Support Loan (AASL) is an interest free loan to help you purchase trade tools and supplies whilst you are undertaking your Australian Apprenticeship. You can apply for an AASL if you are completing an Australian Apprenticeship in a qualification listed on the Australian Apprenticeship Priority List. Once approved, 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. Repayments of the loan are made through the tax system and start when you are earning the Compulsory Payment Threshold. For Information on when you must repay your loan visit: ato.gov.au/individuals-and-families/study-and-training-support-loans/when-must-you-repay-your-loan Not applicable for NZ Citizens and Non-permanent Visa Holders	Time Completed	Yearly Rate	Instalment Rate
1- 12 completed calendar months (1st year)	\$10,394.00	\$866.17	
13- 24 completed calendar months (2nd year)	\$7,795.00	\$649.58	
25 – 36 completed calendar months (3rd year)	\$5,197.00	\$433.08	
37+ completed calendar months (4th year)	\$2,598.00	\$216.50	
Lifetime Limit	\$25,983		
Discount	A 20% discount applies to the loan on successful completion of your apprenticeship or traineeship.		
Compulsory Payment threshold	2025-26 income year is \$67,000.00		
Australian Apprenticeship Priority List Resource	https://www.dewr.gov.au/australian-apprenticeships/apprenticeship-support#toc-australian-apprenticeship-priority-list		

*Key Apprenticeship Program Occupations are identified on Australian Apprenticeships priority list.

The information contained in this PDF is current as at January 2026. 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.

Incentives and Benefits from 01/01/2026 for new and recommencing Australian Apprentices

Living Away From Home Allowance (LAFHA) 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.	Time Completed	Weekly Rate
		1- 12 completed calendar months (1st year) \$120.00
		13- 24 completed calendar months (2nd Year) \$90.00
		25 – 36 completed calendar months (3rd Year) \$45.00
Centrelink – Income Support (in lieu of LAFHA) 13 36 33 servicesaustralia.gov.au	<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>	
Low Income Health Care Card	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).	
Tasmanian Government Concession Card and Opal Concession Card	Concession card for transport and wherever concessions are accepted. Apply for Opal Concession Card after Transport Concession Entitlement Card has been issued. Both cards must be carried. Visit: metrotas.com.au/fares/concessions Visit: concessions.tas.gov.au	
Travel and Accommodation Allowance	Vocational Training Assistance Scheme – travel and accommodation support. Visit: skills.tas.gov.au/apprenticeships_and_traineeships/information_for_learners_about_apprenticeships	
Vehicle Registration Rebate	A rebate may be available to assist with the cost of registering your vehicle in the 1st and 2nd year of your apprenticeship, if you hold a concession card. Call Roads and Maritime Services on 132 213 or visit: transport.tas.gov.au/fees_forms/registration_fees	

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A LOCAL TEAM IN YOUR LOCAL COMMUNITY

Apprenticeship Support Australia, 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 within the Australian Apprenticeship Support Service Framework.

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