

Securing Apprenticeships and Traineeships

General Questions	
Question:	Answer:
What type of assistance is available under this initiative?	<p>There are 2 types of assistance available under this initiative.</p> <p>The <u>Recommencement Bonus</u> of \$1,800 (calculated at \$150 per week for 12 weeks) may be available to employers who recommence an out-of-trade apprentice or trainee on or after 1 January 2009 in an eligible qualification subject to satisfying all eligibility requirements.</p> <p>The <u>Completion Bonus</u> of \$1,000 may be available to employers of apprentices and trainees who successfully complete an eligible qualification on or after 1 January 2009 subject to satisfying all eligibility requirements.</p>
What is an 'eligible qualification'?	<p>For qualifications at Certificate III and IV level, the apprentice or trainee must be working towards an occupation that is listed on the National Skills Needs List (NSNL). The current list of applicable occupations can be found at Australian Apprenticeships - NSNL.</p> <p>The relevant Diploma and Advanced Diploma qualifications can be found at Australian Apprenticeships - IHTS (select 'Incentives for Higher Technical Skills Link).</p> <p>Please note that these lists are regularly reviewed and may change in the future. It is essential that employers consult their Australian Apprenticeships Centre to discuss potential eligibility.</p>

General Questions

Question:	Answer:
<p>When can claims be lodged for these payments?</p>	<p>A claim for the <u>Recommencement Bonus</u> can be lodged at the conclusion of the 12 week period and after the Training Contract has been formally approved by the State or Territory Training Authority.</p> <p>A claim for the <u>Completion Bonus</u> can be lodged once the State or Territory Training Authority has issued an appropriate certificate.</p> <p>Please note that time limits apply for lodging claims.</p>
<p>Are employers of Trainee Apprentices (NSW only) eligible for these payments?</p>	<p>Yes.</p> <p>While standard recommencement incentives are not currently paid to employers of Trainee Apprentices, as the intent of this payment is to assist with the cost of wages for the first 12 weeks, should a Trainee Apprentice meet all other eligibility requirements, the <u>Recommencement Bonus</u> would be payable to their employer.</p> <p>Consistent with the approach to existing incentives, Trainee Apprentices may also be eligible for the <u>Completion Bonus</u>.</p>

Recommencement Bonus Incentive Questions

(all employers including Group Training Organisations)

Question:	Answer:
<p>What is the definition of 'out-of-trade apprentice or trainee' for the purposes of determining eligibility for the <u>Recommencement Bonus</u>?</p>	<p>The <u>Recommencement Bonus</u> may be payable to employers and Group Training Organisations who create a new opportunity for eligible apprentices and trainees to continue their incomplete (but formally State Training Authority approved) training, subject to meeting the eligibility criteria.</p> <p>Out-of-trade is variously referred to by State Training Authorities as including those Australian Apprentices whose Training Contract has been cancelled or suspended. In some jurisdictions, apprentices/trainees who have had their Training Contract suspended due to work shortage are referred to as "Stood Down".</p>
<p>If a business changes ownership, will the new owner be eligible for the <u>Recommencement Bonus</u> for the apprentices or trainees that they retain?</p>	<p>No. A change of ownership will not result in the new owner being eligible for the <u>Recommencement Bonus</u>.</p> <p>Consistent with the existing rules within the Australian Apprenticeships Incentives Program, where a change of ownership has occurred, the new owner may be eligible for the incentives that the previous owner was assessed as being eligible for that fall due on or after the date ownership changed.</p>
<p>If an apprentice or trainee is re-employed by their former employer, will the employer be eligible for the <u>Recommencement Bonus</u>?</p>	<p>Where an apprentice or trainee is re-employed by a former employer within 6 months to continue their apprenticeship or traineeship, the <u>Recommencement Bonus</u> will not be payable. For further information on eligibility, employers should contact their Australian Apprenticeships Centre.</p>

Recommencement Bonus Incentive Questions

(all employers including Group Training Organisations)

Question:	Answer:
If the apprenticeship ceases within the first 12 weeks, will the employer be eligible for part payment of the <u>Recommencement Bonus</u> ?	No, the <u>Recommencement Bonus</u> is paid in a lump sum payment in arrears and will only be paid after the apprentice or trainee is employer for a period of 12 weeks or more.

Recommencement Bonus Incentive Questions

(Group Training Organisations ONLY)

Question:	Answer:
<p>If an apprentice or trainee transfers to a different Group Training Organisation but their host employer remains the same, will the new Group Training Organisation be eligible for the <u>Recommencement Bonus</u>?</p>	<p>Consistent with existing eligibility requirements relating to transfers between Group Training Organisations, the <u>Recommencement Bonus</u> would not be payable if less than 6 months has lapsed with their previous Group Training Organisation.</p>
<p>Given the difficulties that Group Training Organisations may face arranging host employers due to the economic downturn, can they receive the <u>Recommencement Bonus</u>?</p>	<p>Group Training Organisations (GTOs) may be eligible for the <u>Recommencement Bonus</u> if the following conditions are met:</p> <ul style="list-style-type: none">• The GTO retains the apprentice or trainee in employment under their Training Contract for a period of at least 4 weeks continuous from the date they were returned from their host employer.• A suitable hosting arrangement is found with a new host employer more than 4 weeks after the apprentice or trainee was returned from their previous host employer.• The new hosting arrangement is expected to have a minimum duration of 12 weeks.• All other eligibility criteria have been met. <p>Payment can be claimed at the start of the new hosting arrangement. However, if the apprentice or trainee is subsequently returned to the GTO within 12 weeks, the <u>Recommencement Bonus</u> will be recovered in full.</p>

Completion Bonus Incentive Questions

Question:	Answer:
Where the \$2,500 Standard Completion Incentive is currently shared between the final employer and previous employer/s, will the new \$1,000 <u>Completion Bonus</u> also be shared between final and previous employers?	No. The \$1000 <u>Completion Bonus</u> is paid to the final employer. Previous employers who may be eligible for a portion of the Standard Completion Incentive do not attract any part of the <u>Completion Bonus</u> .
Is the <u>Completion Bonus</u> available to all eligible apprentices and trainees who successfully complete on or after 1 January 2009, or will it only be paid in respect of apprentices and trainees who are eligible for the <u>Recommencement Bonus</u> ?	Eligibility for the <u>Completion Bonus</u> is not dependant on the employer being eligible for the <u>Recommencement Bonus</u> of this initiative. Apprentices and trainees undertaking an eligible qualification who successfully complete on or after 1 January 2009 may be eligible for the <u>Completion Bonus</u> .
The media release and fact sheet state that these payments will be available until 31 December 2010. Does this mean that the <u>Completion Bonus</u> will only be payable for completions between 1 January 2009 and 31 December 2010?	Yes, the <u>Completion Bonus</u> will only be available where the due date for payment is between 1 January 2009 and 31 December 2010 (inclusive).
How will employers be notified if they are eligible for the <u>Completion Bonus</u> if they have already received the standard Completion Incentive? Will the employer need to submit another claim form?	Australian Apprenticeships Centres will be advised of all cases where an employer may be eligible. The Australian Apprenticeships Centre will send information to potentially eligible employers. Payments can only be made where the employer lodges a completed claim form. If the employer has already submitted a claim form for the Standard Completion, they must submit a new form in respect of the <u>Completion Bonus</u> .

