

Training assistance for cancelled apprentices and trainees

NOTE: Students currently enrolled in a school or alternative schooling arrangements are NOT eligible.

A person who was an apprentice or trainee and their training contract was cancelled, may consider it advantageous to continue training with their registered training organisation while they look for an employer to carry on the apprenticeship or traineeship. In some circumstances, these cancelled apprentices and trainees may be eligible for the training to be funded under the Queensland Government's User Choice program.

Queensland apprentices who have had their training contract cancelled and would like assistance to re-enter their chosen career can register their details on the out-of-trade register at www.tradeapprentices.com.au.

Eligibility

A cancelled apprentice or trainee may be eligible for the training to be funded under the User Choice program if:

- they were registered as an apprentice or trainee in Queensland (cancelled school-based apprentices/trainees who are still enrolled in a school or alternative schooling arrangement, such as distance or home-based, are not eligible).
- they are currently living in Queensland
- they were eligible to receive User Choice funded training for their apprenticeship or traineeship
- they have chosen a training organisation that is approved to deliver the training under User Choice funding arrangements
- the proposed training is in the same qualification as their cancelled apprenticeship or traineeship – if the qualification has been superseded, they may be eligible to continue training in the succeeding qualification
- the proposed training commences within 12 months of effect of cancellation of the cancelled training contract
- they have completed and lodged the *ATF-015 Training assistance for cancelled apprentices and trainees form* with the Department of Employment, Small Business and Training (DESBT) and it is approved by DESBT. **It is essential that DESBT approves the application before training commences.**

Important: The applicant may still be responsible for the payment of a student contribution to the training organisation.

Although not essential, it is in the applicant's best interests to register with Centrelink as an active jobseeker and ask Centrelink to support this training as an approved activity. This is particularly important if the applicant is seeking income support for their living expenses whilst undertaking the training. For information, phone Centrelink on 13 28 50.

How to apply for training assistance

1. Complete **Section A** of the *ATF-015 Training assistance for cancelled apprentices and trainees form* and sign the declaration. If under 18 years of age, the applicant's parent or guardian will need to sign **Section A** also (if appropriate).
2. Select a training organisation approved to deliver the User Choice-funded training. Discuss when training can take place and any costs to you. Ask the training organisation to complete and sign **Section B** of the ATF-015 form.
3. Where possible, register with Centrelink as an active jobseeker and, prior to attending training, ask Centrelink to complete **Section C** of the ATF-015 form, inserting the applicant's jobseeker ID number and the Centrelink office stamp.
4. When the ATF-015 form has been completed, lodge it via the email to apprenticeshipsinfo@qld.gov.au.
5. DESBT will complete **Section D** after verifying the applicant's eligibility for training assistance. DESBT will provide a copy of the completed form to the applicant and notify the training organisation of the decision.

Important: You would need to be **employed and registered as an apprentice or trainee in an active training contract** to receive a completion certificate for the apprenticeship or traineeship.

If training assistance is approved, the applicant may be eligible for travel and/or accommodation subsidies to help with expenses when attending this training. For more information, visit the department's website or phone 1800 210 210 for assistance.

Competency-based wage progression implications

Applicants need to be aware that the completion of additional competencies through continued institutional training may impact on their wage level by accelerating them to a higher wage level and, consequently, may lower job prospects. It is suggested that an apprentice or trainee should only complete a certain percentage of their training which is dependent upon the year, stage or level of the nominal term of their apprenticeship or traineeship they have completed:

- A cancelled apprentice or trainee who has completed less than the first year, stage or level should **ONLY** complete up to 20% of their training.
- A cancelled apprentice or trainee who has completed the first year, stage or level should **ONLY** complete up to 45% of their training.
- A cancelled apprentice or trainee who has completed the second year, stage or level should **ONLY** complete up to 70% of their training.
- A cancelled apprentice or trainee who has completed the third year, stage or level should **ONLY** complete up to 90% of their training.

These percentages should include any training completed under an active training contract and any training that may be completed under this assistance. If an applicant is unsure of what year, stage or level they have completed, contact the training organisation.

Training assistance for cancelled apprentices and trainees

Please ensure you have read the eligibility rules and details on how to apply on Page 1 of this form.

IMPORTANT: Failure to complete all details on this form may delay processing of this transaction.

SECTION A: APPRENTICE OR TRAINEE DETAILS (and parent or guardian if applicable and appropriate)			
Full name:		Date of birth:	
Current residential address			
Email:			
Name of apprenticeship or traineeship:			
Stage of apprenticeship or traineeship:			
Qualification name:		Qualification code:	
I understand that I must immediately advise DESBT if I withdraw from, or cease attending, the training stated on this form.			
Signature:		Date:	
Parent or guardian's name:			
Parent or guardian's signature:		Date:	
SECTION B: REGISTERED TRAINING ORGANISATION DETAILS (to be completed by the training organisation)			
Legal name:			
Trading name:			
Business address:			
Contact name:		Position:	
Details for return of this form:	Fax number: OR		
	Email:		
Phone number:		Details of training (attach competencies to be completed): <input type="checkbox"/> Attached	
Training duration start date:		Finish date:	
Contact person's signature:		Date:	
SECTION C: CENTRELINK USE ONLY (not mandatory)			
Is this person registered with Centrelink as an active jobseeker? <input type="checkbox"/> Yes <input type="checkbox"/> No	Centrelink stamp		
Centrelink jobseeker ID:			
SECTION D: DEPARTMENT OF EMPLOYMENT, SMALL BUSINESS AND TRAINING DETAILS (to be completed by DESBT)			
Registration number:		Date of effect of cancellation of the training contract:	
DESBT office:		Phone number:	
Contact officer:		Designation:	
<input type="checkbox"/> Approved <input type="checkbox"/> Not approved	Approved training period: (if different from Section B)		
Signature:		Date:	

Return the **completed** and **signed** form via email to apprenticeshipsinfo@qld.gov.au (using a subject heading of 'Training assistance for cancelled apprentice/trainee').