

Free Tools for First Years Funding Guidelines

Introduction

The [Homes for Queenslanders Plan](#) allocated funding for the Construction Workforce Fund (CWF). As part of the CWF, the Queensland Government has announced a \$4 million Free Tools for First Years program to assist first year Queensland apprentices working in the housing industry, which includes construction, plumbing, engineering, and electrical.

The cost of tools is a significant barrier for individuals who want to enter skilled trade occupations, particularly those apprentice trade pathways associated with the building and construction sector.

To help reduce this financial burden, eligible first year Queensland apprentices will be able to claim a rebate of up to \$1,000 for the purchase of industry relevant tools.

The Free Tools for First Years program is designed to provide financial support for apprentices' on-the-job activities; promote safety; and assist in retaining apprentices in employment for workforce sustainability.

The Free Tools for First Years program is administered by the Department of Employment, Small Business and Training (DESBT).

Eligibility Criteria

To be eligible for a rebate, apprentices must:

- have started an eligible apprenticeship from **22 May 2023**
- be an active apprentice in Queensland
- be engaged in either a full-time, part-time or school based apprenticeship
- be completing an eligible construction, plumbing, engineering, or electrical apprenticeship
- have completed the mandatory applicable training contract probationary period (generally 90 days)
- have purchased industry relevant tools
- provide invoices and proof of payment, or receipts, for the tools purchased. These

should include details such as the item or tool name, cost, and date of purchase

- remain active in their apprenticeship at the time of claim.

Rebate available

A rebate of up to \$1,000 is available for eligible apprentices who have purchased industry relevant or trade-related tools. GST does not apply to the rebate.

The list of eligible apprenticeships is on page 3 of these guidelines.

The Free Tools for First Years program applies to Queensland apprentices that are active in a recognised qualification/apprenticeship, have passed their probation period, and made eligible purchases since 22 May 2023.

One time only

You can only make a claim once under the Free Tools for First Years program.

You will be reimbursed for the purchase of any industry relevant tools up to a maximum value of \$1,000.

If your claim under the Free Tools for First Years program is less than \$1,000 you cannot claim again to make up the balance with additional purchases.

How to claim

It's an easy process to claim the rebate – you can claim online using the [online claim form](#).

You will need to provide or attach certain details, so have the following information handy so DESBT can verify your eligibility:

- photo identification
- Training contract registration number (this 9 digit number starting with 20 will appear on any documentation received from DESBT regarding your training contract)
- invoices and proof of payment, or receipts, showing total amount spent on eligible industry relevant tools
- bank account details



If you need help, get someone you trust (e.g. relative, employer or AASN provider) to help you complete the online claim form.

Assessment process

DESBT will assess your claim and the evidence provided by:

- checking your eligibility for the rebate
- confirming you are enrolled in a recognised apprenticeship in Queensland
- verifying your receipts
- determining the value of the rebate eligible to be paid.

Payment

Once the claim form is submitted, you will receive:

- automatic acknowledgement of receipt of the claim form

After assessment is complete, you will receive:



Notification of eligibility and the rebate amount to be paid (if you are eligible)



Payment of rebate into your nominated bank account



If we've got everything, the rebate will be paid within 30 business days

DESBT may contact you if we need more information.

Payments are also subject to the availability of funds. A total of \$4 million has been allocated under the Free Tools for First Years program and claims will be open until the funds are exhausted.

If any information in the claim form is found to be false or misleading, as set out in the guidelines, FAQs or the claim form, the rebate will be repayable to DESBT on demand.

Other incentives

The Free Tools for First Years program is independent or separate to other government incentives available for apprentices.

Appeals Process

Claimants may request a review of a decision made by DESBT in relation to the provision of funding under the Free Tools for First Years program.

Appeals must be lodged in writing to:

Appeals Officer
Investment Division
Department of Employment, Small Business and Training
PO Box 15483
CITY EAST QLD 4002

Claimants will be notified in writing of the appeal outcome within 21 business days from receipt of the appeal.

More information

DESBT reserves the right to amend these guidelines and the assessment process at any time it deems appropriate.

For more information about the Free Tools for First Years program please contact:



Apprenticeships Info on **1800 210 210**



Email freetoolsforfirstyears@desbt.qld.gov.au



Visit www.qld.gov.au/education/apprenticeships/for-apprentices/support/free-tools

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ELIGIBLE APPRENTICESHIP QUALIFICATIONS

AHC30921 Certificate III in Landscape Construction
CPC33020 Certificate III in Bricklaying and Blocklaying
CPC30220 Certificate III in Carpentry
CPC31420 Certificate III in Construction Waterproofing
CPC32820 Certificate III in Fire Protection
CPC32720 Certificate III in Gas Fitting
CPC31920 Certificate III in Joinery
CPC30620 Certificate III in Painting and Decorating
CPC32420 Certificate III in Plumbing
CPC32620 Certificate III in Roof Plumbing
CPC30820 Certificate III in Roof Tiling
CPC31020 Certificate III in Solid Plastering
CPC32320 Certificate III in Stonemasonry
CPC31220 Certificate III in Wall and Ceiling Lining
CPC31320 Certificate III in Wall and Floor Tiling
CPC30120 Certificate III in Shopfitting
CPC30216 Certificate III in Signs and Graphics
MEM30319 Certificate III in Engineering – Fabrication Trade
MEM31922 Certificate III in Engineering – Fabrication Trade
MEM30219 Certificate III in Engineering – Mechanical Trade
MEM30819 Certificate III in Locksmithing
MEM31322 Certificate III in Refrigeration and Air Conditioning
MSF30422 Certificate III in Glass and Glazing
MSF30822 Certificate III in Flooring Technology
MSF30322 Certificate III in Cabinet Making and Timber Technology
UEE32220 Certificate III in Air-conditioning and Refrigeration
UEE32120 Certificate III in Appliance Service
UEE30420 Certificate III in Data and Voice Communications
UEE33020 Certificate III in Electrical Fitting
UEE30920 Certificate III in Electronics and Communications
UEE30820 Certificate III in Electrotechnology Electrician
UEE31020 Certificate III in Fire Protection Control
UEE31220 Certificate III in Instrumentation and Control
UEE31420 Certificate III in Security Equipment
UEE40620 Certificate IV in Electrotechnology – Systems Electrician