

POLICY AND GUIDELINES

APPRENTICE AND TRAINEE TRAVEL AND ACCOMMODATION SUBSIDY SCHEME

Responsibility of: Employment and Training Division
Effective Date: 1 July 2007
Next Review Date: 30 June 2008

DEET File: 2005/1685
Doc

1 POLICY

The Department of Employment, Education and Training (DEET) provides financial assistance to subsidise the costs associated with travel and accommodation incurred by Northern Territory apprentices or trainees, funded through the User Choice Apprenticeship and Traineeship program, if the off-the-job training component in relation to their training contract is not provided by a registered training provider near their home or workplace.

Where an apprentice or trainee is required to travel away from home (defined as more than fifty kilometres) to undertake off-the-job training, one or more of the following subsidies is available:

1. A *travel* subsidy for travel between the place of residence and the centre at which the off-the-job training is conducted.
2. A *transfer* subsidy to assist with the cost of travel between the airport or bus terminal and the accommodation.
3. An *accommodation* subsidy.

DEET reserves the right to negotiate with Registered Training Organisations (RTOs) to explore the potential of providing travel and accommodation subsidies to allow for the off-the-job training to be delivered on site.

2 BUSINESS NEED

In accordance with the Northern Territory's User Choice Funding Program Policy, any apprentice or trainee may undertake off-the-job training with the RTO of their choice, regardless of whether training is conducted in the apprentice or trainee's locality, or away from home.

Employers and apprentices or trainees who voluntarily choose off-the-job training away from home when the service is available locally, will have to meet any additional cost associated with this training. This includes any travel and accommodation expense as well as any additional costs over and above the standard rate provided by DEET for the provision of RTO services.

Where the only practical option available for some apprentices or trainees is to undertake off-the-job training away from home, either in the Northern Territory (eg Charles Darwin University, Batchelor Institute of Indigenous Tertiary Education, or private RTO) or in another state or territory, (eg TAFE or Institute or private RTO), students may be eligible for financial assistance under the Travel and Accommodation Subsidy Scheme.

3 GUIDELINES

Eligibility

- (a) All apprentices and trainees registered under a Training Contract in the Northern Territory and whose training is funded under User Choice, who live more than 50km (one way) away from the nearest RTO that provides the off-the-job training for their qualification are eligible to claim assistance.
- (b) All apprentices and trainees who are residents of the Northern Territory and continue their training while out of their trade may also be eligible to claim assistance. (Refer NT User Choice Funding Program Policy, Section 1.5).
- (c) School Based Apprentices and Trainees (SBATs) who are registered in the NT and who have to travel within the NT to attend off-the-job training for their qualification are eligible to claim assistance. All arrangements made are required to be endorsed by the SBAT's school principal and parent/guardian.

Subsidies

It should be noted that the amount paid by the Northern Territory Government for travel and accommodation is designed to be a contribution towards the cost of travel and accommodation rather than a reimbursement of all costs. It is expected that the apprentice or trainee will pay the remaining balance of the travel and accommodation costs. Some employers contribute to the costs of travel and accommodation for their apprentices or trainees.

Travel

- Road 45 cents per kilometre (>50km one way)
- Bus Full cost of bus fare (50 – 1000km one way)
- Air Subsidy as calculated by Australian Apprenticeships NT based on discounted airfares published by travel providers

Where an apprentice or trainee chooses to drive to the centre where the training will occur, the subsidy will be equivalent to forty five cents per kilometre or the cost of commercial transport (whichever is the lesser). No transfer subsidy is available in this instance.

Applications for subsidies towards charter flights when there is no commercial option available may be considered by DEET on a case by case basis.

Transfers

An apprentice or trainee can claim a subsidy to assist with the cost of travel between the airport or bus terminal and accommodation.

- Intrastate travel \$33.00
- Interstate travel \$55.00

Accommodation

\$220.00 for a full week (seven days) and \$31.50 for each extra day. (Includes weekends when attending block release training of more than one week.)

4 RESPONSIBILITIES

- 4.1 The responsibility for developing and maintaining this policy rests with the Director, Training Branch.
- 4.2 The Deputy Chief Executive, Employment and Training Division, is responsible for approving the level of financial assistance provided and this policy.

5 RELATED POLICIES

Northern Territory's Apprenticeships and Traineeships Policy
Northern Territory's User Choice Funding Program Policy

6 REVIEW

This policy will be reviewed annually.

7 PROCEDURES

- 7.1 Arranging the travel and accommodation is a shared responsibility between the employer, the apprentice or trainee and the parent/guardian. Employers and RTOs may be able to offer advice on possible accommodation venues and assist the apprentice or trainee with bookings.
- 7.2 Australian Apprenticeships NT processes applications for travel and accommodation subsidies on behalf of DEET. Travel and Accommodation Subsidy claim forms and information sheets are available from Australian Apprenticeships NT (see www.australianapprenticeshipsnt.com.au or telephone 08 8935 8259 or 1300 137 130). Claim forms should be forwarded to Australian Apprenticeships NT for processing six weeks prior to travel dates occurring. Any queries should be directed to Australian Apprenticeships NT on 1300 137 130.
- 7.3 Subsidies received by apprentices and trainees for one block release are required to be acquitted prior to claiming and receiving subsidies for the next.
- 7.4 Australian Apprentices NT will process claims made retrospectively, up to six months after completion of block training. Claims outside this period may be considered by DEET on a case by case basis.
- 7.5 Individual claims may be negotiated by Australian Apprenticeships NT on a case by case basis with apprentices and trainees where there are changes to travel and accommodation requirements as a result of late call up notices from training providers, changes to block release dates, multi-destination travel requirements or other extenuating circumstances.

JOHN HASSED
DEPUTY CHIEF EXECUTIVE

1 July 2007