

## **Tools For Your Trade voucher initiative**

**I did not reach the nine-month point of my Australian Apprenticeship before the Tools For Your Trade voucher initiative ceases on 31 December 2009. Am I still entitled to keep my tool kit if I reach this point of my Australian Apprenticeship or does my employer retain ownership?**

The tool kit ownership arrangements under the Initiative remain unchanged. The employer will 'own' the tool kit until the Australian Apprentice reaches the nine month point of the Australian Apprenticeship. At this point, the employer will hand over ownership of the tool kit to the Australian Apprentice who is entitled to take the tool kit with them. Tools For Your Trade will not issue an Ownership Verification Form for completion by the employer and Australian Apprentice, as transfer of ownership at the nine-month point will be assumed.

**What about Australian Apprentices commencing between 13 May 2009 and 31 December 2009?**

Australian Apprentices commencing between 13 May 2009 and 31 December 2009 may be eligible for the new Tools For Your Trade payment. An Australian Apprenticeship Centre will assess eligibility for each of the Tools For Your Trade payments.

For more information visit your local Australian Apprenticeships Centre, visit [australianapprenticeships.gov.au](http://australianapprenticeships.gov.au), or call the Australian Apprenticeships referral line on 13 38 73 to find Australian Apprenticeships Centres in your region

**If an Australian Apprentice commenced an Australian Apprenticeship on 1 April 2009 but delays in the processing of the training contract set their official commencement date to 10 June 2009, are they still eligible to receive a tool kit under the Tools For Your Trade voucher initiative?**

No, they will not be eligible to receive a tool kit voucher under the Tools For Your Trade voucher initiative as the last eligible commencement date is 12 May 2009. They may, however, be eligible to receive assistance under the Tools For Your Trade payment initiative. They will need to contact their Australian Apprenticeships Centre closer to 1 January 2010 to confirm their eligibility for personal benefits.

### **Ownership Verification Forms**

From 1 January 2010, any outstanding ownership verification forms can be sent to the Department of Education, Employment and Workplace Relations;

Program Manager, Tools For Your Trade voucher initiative  
GPO Box 9880  
Canberra City 2601  
(Location code C14MT5)

If you have already received, completed and mailed your Australian Apprentices Ownership Verification Form and have recently received a reminder letter from Tools For Your Trade, please disregard it; No further reminder letters will be issued.

**Important information for registered Tool Suppliers:**

From 1 January 2010, any outstanding purchase verification forms and tax invoices can be sent to the Department of Education, Employment and Workplace Relations;

Program Manager, Tools For Your Trade voucher initiative  
GPO Box 9880  
Canberra City 2601  
(Location code C14MT5)

For enquiries to the Department of Education, Employment and Workplace Relations on outstanding purchase verification forms email [TFYTqueries@deewr.gov.au](mailto:TFYTqueries@deewr.gov.au) or mail it to the address mentioned above.