



An Australian Government Initiative

Training Pathways

APPLICATION FOR REGISTRATION

“Financial Incentives to help train new employees”

“Financial Incentives to help train new employees”

APPLICATION FOR
REGISTRATION

© Commonwealth of Australia 2008

This work is subject to copyright. Apart from any use as permitted under the *Copyright Act* 1968, no part may be reproduced by any process without prior permission from the Commonwealth. Requests and inquiries concerning reproduction rights should be addressed to:

Director
High Level Skills Training Initiatives Section
Higher Skills Branch
Department of Education, Employment and Workplace Relations
GPO Box 9880
CANBERRA ACT 2601

1. Training Pathways

Training Pathways (the Program) pays employer incentives, equivalent to those available to employers of Australian Apprentices, to support training in priority vocational, education and training (VET) Diploma and Advanced Diploma qualifications outside of the Australian Apprenticeships system.

Incentives will also be available for six qualifications at the Certificate II and III level within the General Construction Training Package, which were approved by the Council of Australian Governments as priority qualifications. Incentives will only be available for these courses where they have not been declared as Australian Apprenticeship pathways by States and Territories.

2. Approved qualifications

The qualifications approved by the Australian Government for the Program are listed in the *Training Pathways Program Guidelines*, located at:

www.australianapprenticeships.gov.au/employer/training_pathways_program.asp

Note: The list of approved qualifications may be amended by the Department of Education, Employment and Workplace Relations (DEEWR) from time to time. Additionally, qualifications will only be eligible for incentives under the Program if the State or Territory where the training is to take place HAS NOT declared the qualification as an Australian Apprenticeship pathway.

A registration under the Program will be eligible for acceptance where, at the time the *Application for Registration Form* is processed by the DEEWR, the qualification to be attained is:

- listed as eligible; and
- not available as an Australian Apprenticeships pathway in the employer's State/Territory.

For information on the availability of qualifications as Australian Apprenticeships pathways contact an Australian Apprenticeships Centre on 13 38 73, or your State or Territory Training Authority.

Where a qualification has been declared as an Australian Apprenticeships pathway, the employer may be eligible for the incentives under the Australian Apprenticeships Incentives Program. Information on Australian Apprenticeships is available from an Australian Apprenticeships Centre.

3. Incentives Available

3a. Commencement Incentive

Subject to both the employer and employee meeting the eligibility requirements (outlined below):

- Eligible *Certificate III, Diploma and Advanced Diploma* qualifications will attract an incentive of \$1,500 (exempt from GST).
- Eligible *Certificate II* qualifications will attract an incentive of \$1,250 (exempt from GST).

3b. Incentives Available – Completion Incentive

Subject to both the employer and employee meeting the eligibility requirements (outlined below):

- Eligible *Certificate III, Diploma and Advanced Diploma* qualifications will attract an incentive of \$2,500 (exempted from GST).
- *Certificate II* qualifications do not attract a completion incentive.

4. Eligibility Requirements

4a. Employers

To be eligible for incentives under the Program, an employer must:

- be the employer of the employee for whom the claim is being made;
- be claiming for an approved qualification which is directly related to the current or future work of the employee;
- submit a completed *Application for Registration Form* to DEEWR within three-months from the date the employee commences employment; and
- hold Workers Compensation Insurance for an amount required by the relevant State or Territory legislation.

4b. Employees

To be eligible for the Program, the employee for whom the employer is claiming must:

- be a new employee, that is, must not have been an employee of the claiming employer for more than three months before the *Application for Registration Form* is submitted to DEEWR;
- be an employee of the claiming employer (see Section 4e for employment arrangements which are ineligible for the Program);
- be studying an approved qualification which is directly related to their work;
- not have commenced training in the approved qualification;
- not currently be an Australian Apprentice;
- be an Australian citizen or a permanent resident of Australia;
- be employed in a State or Territory of Australia, excluding Norfolk Island; and
- be employed under an industry award or a registered Australian Workplace Agreement or a Certified Agreement.

4c. Additional eligibility requirements for Diploma and Advanced Diploma

In addition to meeting the eligibility requirements applying to all employees listed under 4b above, an employee undertaking an approved qualification at the Advanced Diploma or Diploma level and for whom the employer is claiming must not be enrolled in study at any level at the time of registration, nor have completed a prior qualification at Diploma or higher level at any time.

4d. Additional eligibility requirement for Certificate II and III

In addition to meeting the eligibility requirements for all employees listed under 4b above, an employee undertaking an approved qualification at the Certificate II and III levels and for whom the employer is claiming must generally not have completed a prior qualification. However, some exclusions to this rule exist. As this program complements the Australian Apprenticeships Incentives Program, eligibility will be determined by DEEWR on a case-by-case basis in line with the criteria set out in the Australian Apprenticeships Incentives Program Guidelines.

4e. Specific Exclusions from Eligibility

Employment arrangements which are NOT ELIGIBLE for incentives are:

- employment offered by a private household;
- structured vocational training positions such as articulated clerk or cadetships outside the intended scope of Training Pathways;
- employment which does not guarantee the employee a regular wage or salary such as commission-based positions, sub-contracting, or piece-rate work;
- an extension of a pre-existing business arrangement between the employer and employee such as where the employee is a partner/director in the employer's business, a franchisee or a shareholder who has a substantial financial concern in the business;
- where the employee is a person currently serving a sentence of imprisonment, in either a publicly or privately operated prison. This includes prisoners on work release programs;
- Australian Government departments and agencies under the Financial Management and Accountability Act 1997 (FMA Act), that is Departments of State, Departments of Parliament and Agencies prescribed under the FMA Regulations;
- employment offered by a department of a state or territory;
- employment offered by an organisation that is owned by a state or territory, or established (whether under a law or not) by a state or territory to carry on an enterprise or for a public purpose, where 'organisation' includes but is not limited to an agency, council, committee, board, office, authority, commission, corporation, partnership, unincorporated association or body of persons, a superannuation fund, an individual or a trust, but does not include employment offered by state or territory local government councils or universities;
- employment arrangements which specify contract or seasonal employment; or
- casual employment arrangements.

Where there is any doubt about the validity of the employment arrangement, access to Australian Government incentives will be rejected.

5. Process

Upon receipt of this *Application for Registration Form* and required documentation, DEEWR will provide a confirmation, rejection or request for additional information, within 30 days.

Registrations can not be processed unless the *Application for Registration Form* is completed and required documentation attached.

The employer and employee (who will receive training) must complete and sign the attached form. This application form may be typed except for signatures. If filled out by hand, please write clearly, in block letters, and firmly with a ball point pen. Do not use correction fluid. Cross out any error and write the correct information above it and initial the change. Where a qualification is being changed, both the employer and the employee must initial the change. Lodgements must be sent to:

Training Pathways

High Level Skills Training Initiatives Section
Department of Education, Employment and Workplace Relations
GPO Box 9880, CANBERRA, ACT, 2601
Location Code: 730

Additional copies of this form are available from www.australianapprenticeships.gov.au/employer/training_pathways_program.asp

6. Completing the Applications for Registration Form

This form should be completed ONLY after you have read the *Training Pathways Program Guidelines* available from www.australianapprenticeships.gov.au/employer/training_pathways_program.asp.

For a claim to be eligible for acceptance, note that:

- fields denoted by ‘**’ are mandatory and must be completed;
- incomplete forms will be returned to the employer for completion;
- attachments must be certified copies of originals;
- you must attach evidence of the employee’s commencement date (eg. contract of employment, signed HR documentation, statutory declaration).

7. Privacy Notice

DEEWR has a firm commitment to privacy and all officers in DEEWR are subject to the *Privacy Act 1988*.

Personal information on this form (and any documentation you are required to attach to it) is used for the purposes of administering the Training Pathways Program, including approval of applications for Incentives payments.

DEEWR may give limited personal information about you to an organisation (e.g. other government departments and agencies, Australian Apprenticeships Centres) for the purposes of confirming Training Pathways Program eligibility and adherence to the Guidelines.

Personal information may be otherwise disclosed without consent where authorised or required by law.



An Australian Government Initiative

TRAINING PATHWAYS Registration Form

(TO BE COMPLETED BY EMPLOYER)

Employer Details

*Name/Trading Name:

*Legal Entity Name:

*Trading Address:

*ABN / ACN: *Are you registered for GST: Yes No

*Street Address:

*Postal Address:
(if different to above)

Telephone Number: + Fax Number:

Employment Arrangement Details

*Name of Employee:

Date Employee commenced Employment:

***Type of employment arrangement:**

Federal Award Certificate Agreement

State Award State Workplace Agreement

Other

Full-time Part-time — Hours worked per week

Bank Details

Incentive payments can only be made by direct credit into a bank account.

Please provide details of the account where payments should be deposited.

*Bank: *Branch: *BSB No:

*Account Name: *Account No:

Course Details

Qualification

*Name of Qualification:

*Qualification NTIS Code:
(see Section 2 above)

Training

*Commencement Date:

(Date that Training is expected to commence)

*Completion Date:

(Date that Training to be completed)

Training Provider

*Name of the training provider you plan to use:

*Address or contact details of training provider:

*denotes mandatory field

For Small Business with less than 20 employees

This information is required by the Office of Small Business (OSB). The OSB has a responsibility for reporting to the Parliament on the administration overheads imposed on small business by Government. For the purpose of completing this section, a small business is considered to be less than 20 employees.

Please provide an estimate of the time taken to complete this form.

The estimate should include the time actually spent reading the instructions, completing the questions and obtaining the relevant information.

Hours: Minutes

*Employer Declaration

I, the below signed, declare:

The above details are true and correct;

I am an approved representative of the employer to make this declaration;

I will provide my employee with paid leave where course attendance is required during working hours or time off in lieu where course attendance is outside working hours;

That the qualification is directly related to the primary operation of this workplace and the employee's current or future duties;

I have attached evidence of the employee's employment commencement date;

I am not excluded from being eligible for this initiative under the conditions outlined in Section 4, *Eligibility Requirements*, above.

I understand that if a payment is made to me, being a payment I am not eligible for, I may be required to repay that amount to the Australian Government; and

I understand that the information provided on this form:

- is collected for the purposes of registration, preparing statistics, reporting, Program administration, monitoring and evaluation, calculating payments to be paid to me and preventing dual payments;
- may be disclosed to and used for these purposes by the Australian Government, including the Department of Education, Employment and Workplace Relations (DEEWR) and Centrelink, State/Territory government departments and agencies, employers, Registered Training Organisations and the Contractors or Agents of any of these organisations, departments and agencies;
- may otherwise be disclosed without consent where authorised or required by law.

I understand that giving false or misleading information is a serious offence.

Name:

Position/Title:

Signature:

Date:

Employee Details (to be completed by the employee undertaking training)

*Full name:

*Full residential address:

*Full postal address:

Telephone (home):

Telephone (business):

Email:

*Date of Birth:

*Highest level of education attained:

Year 10 or equivalent

Year 12 or equivalent

VET Certificate I / II

VET Certificate III / IV

VET Diploma / Advanced Diploma

Bachelor Degree of higher

Qualification

Name of Qualification:

Year awarded:

Name of Institution attended:

*denotes mandatory field

*Employee Declaration

I, the below signed, declare:

I commenced employment on [insert date] and remain employed with the employer claiming the incentives available under this Program;

My employer has committed to providing paid leave where course attendance is required during working hours or time off in lieu where course attendance is outside working hours;

The qualification I will undertake is directly related to my current or future duties with this employer;

I will attend training and strive to successfully complete the qualification listed above;

I am not excluded from being eligible for this initiative under the conditions outlined in Section 4, *Eligibility Requirements*, above; and

I understand that the information provided on this form:

- is collected for the purposes of registration, preparing statistics, reporting, Program administration, monitoring and evaluation, calculating payments to be paid to me and preventing dual payments;
- may be disclosed to and used for these purposes by the Australian Government, including the Department of Education, Employment and Workplace Relations (DEEWR) and Centrelink, State/Territory government departments and agencies, employers, Registered Training Organisations and the Contractors or Agents of any of these organisations, departments and agencies;
- may otherwise be disclosed without consent where authorised or required by law.

I understand that giving false or misleading information is a serious offence

Name:

Position/Title:

Signature:

Date: