



An Australian Government Initiative

# Training Pathways

## PROGRAM GUIDELINES

“Financial Incentives to help train new employees”

“Financial Incentives to help train new employees”

PROGRAM  
GUIDELINES

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# TRAINING PATHWAYS Overview

## 1.1 Training Pathways

The Australian Government is committed to providing more opportunities for Australians to gain new skills, developing a more entrepreneurial workforce as well as supporting the need for individuals to continually upgrade their skills over their working life.

The *Incentives for Higher Technical Skills* initiative emphasises the importance of training, through the Australian Apprenticeships system, by providing incentive payments to employers for staff training for priority VET Diploma and Advanced Diploma qualifications. The initiative will assist Australian businesses to upgrade workforce skills so as to remain competitive in an increasingly global environment.

*Alternative Pathways* will build on this initiative by providing funding to develop and trial innovative pathways to training at the VET Diploma and Advanced Diploma level which involve skills formation in the workplace but outside of Australian Apprenticeship (Contract of Training) arrangements.

*Training Pathways* (the Program) provides incentives to employers supporting employees undertaking training in eligible Diploma and Advanced Diploma qualifications. The eligible qualifications under the Program are a subset of those eligible for incentives under the Australian Government's *Incentives for Higher Technical Skills* but not as yet declared as Australian Apprenticeship Pathways by States/Territories. For these higher level qualifications, the incentives are targeted at employers engaging new employees with the express purpose of providing training opportunities in a specified qualification as part of their employment. The incentives will also be available for the six intermediate qualifications at the Certificate III AND II level within the Building and Construction industry approved by the Council of Australian Governments (COAG) where they have not been declared as Australian Apprenticeship pathways by States/Territories.

Incentives under this Program are available in recognition of skills needs and to ensure Australia has a skilled workforce to sustain economic growth. Providing incentives and assistance for these qualifications will ensure that future skills needs are addressed.

## 1.2 Purpose of these Program Guidelines

These Program Guidelines set out the process by which employers may claim commencement and completion incentives for their employees who are undertaking study in an eligible qualification.

## 1.3 What is a Training Pathway?

*Training Pathways* is a mechanism by which the Australian Government is able to pay incentives to employers without the Constitutional need for States/Territories to declare the qualification as an Australian Apprenticeship pathway. Australian Government incentives will be paid only in those States/Territories where the nominated qualification has not been approved by the State/Territory Government as an Australian Apprenticeship pathway.

## 1.4 Further Information

Information on the Program is available:

- From the Department of Education, Employment and Workplace Relations (DEEWR) Australian Apprenticeships website at: [www.australianapprenticeships.gov.au/employer/training\\_pathways\\_program.asp](http://www.australianapprenticeships.gov.au/employer/training_pathways_program.asp);
- By calling the *Skilling Australia for the Future* hotline on 13 38 73;
- By sending an email to [trainingpathways@deewr.gov.au](mailto:trainingpathways@deewr.gov.au); or
- By writing to the Department of Education, Employment and Workplace Relations at

### Training Pathways

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

# TRAINING PATHWAYS PROGRAM

## Introduction



### 2.1 Objective

The Program will support high level skills acquisition. The objective of the Program is to increase the number of VET higher level and intermediate building and construction qualifications in the workforce to meet the skills requirements of employers and industry. Under the Program incentives are available for employers who provide support for their employees to undertake formal training in approved qualifications.

### 2.2 Approved qualifications

The qualifications approved to attract incentives under the Program are at *Appendix A* of these guidelines.

The eligible qualifications fall into two groups:

- Diploma/Advanced Diplomas nominated by the Australian Government; and
- Six intermediate qualifications at the Certificate II and III levels within the Building and Construction Training Package.

The approved qualifications may be amended by DEEWR from time to time. In order to be eligible, a course must be listed on this website on the date the Application for Registration is approved by the DEEWR delegate.

**Note 1:** These be eligible for incentives under the Program if the State/Territory in which the training is to take place HAS NOT declared the qualification as an Australian Apprenticeship pathway as of the date an employer's Application for Registration is approved by DEEWR. Where the qualification has been declared as an Australian Apprenticeship pathway, the employer will be eligible for the same incentives under the Australian Apprenticeships Incentives Program (AAIP), subject to the guidelines for that program.

**Note 2:** The Australian preference is for States and Territories to declare the qualifications eligible under the Program (and *Incentives for Higher Technical Skills*) as Australian Apprenticeships pathways. Amendments to eligible qualifications under *Incentives for Higher Technical Skills* will not immediately be made eligible under *Training Pathways*.

### 2.3 Commencement Incentives.

Subject to both the employer and employee meeting the eligibility requirements, there are up to two incentive payments available for Approved qualifications under Training Pathways: a commencement incentive and a completion incentive.

Approved qualifications at the Advanced Diploma, Diploma and Certificate III levels are eligible for a commencement incentive of \$1,500. Approved qualifications at Certificate II level are eligible for a commencement incentive of \$1,250. This incentive is exempt from GST.

### 2.4 Completion Incentives

Approved qualifications at the Advanced Diploma, Diploma and Certificate III levels are eligible for a completion incentive of \$2,500 (GST exempted). Approved qualifications at Certificate II level will not attract a completion incentive.



# Eligibility for incentives UNDER TRAINING PATHWAYS

# 3

## 3.1 Overview

The Training Pathways Program commenced on 1 March 2008.

For an employer to be approved for incentives under the Program both the employer and employee concerned must meet certain eligibility criteria. These criteria are specified below.

## 3.2 Eligibility Criteria for 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 (see Section 3.4 for employment arrangements which are ineligible for the Program);
- be claiming for an approved qualification (see Section 2.2 of these Guidelines) which is directly related to the current or future work of the employee;
- submit a completed *Registration for Incentives* form to DEEWR within three-months from the date the employee commences employment.
- submit claim forms to DEEWR within the specified time frames; and
- hold Workers Compensation Insurance for an amount required by the relevant State or Territory legislation.

**Note:** Initially, subject to test and review, DEEWR will restrict the number of employees for whom an employer can register and claim incentives to a maximum of 100 employees undertaking training at any one time.

## 3.3 Eligibility Criteria for Employees

### 1. Eligibility requirements applying to all 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 'Registration for Incentives' form is submitted to DEEWR;
- be an employee of the claiming employer (see Section 3.4 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.

## 2. Additional eligibility requirements for employees studying at Advanced Diploma and Diploma levels.

In addition to meeting the eligibility requirements applying to all employees listed under 3.2 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.

## 3. Additional eligibility requirement for employees studying at Certificate II and III levels.

In addition to meeting the eligibility requirements for all employees listed under 3.2 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. Eligibility will be determined by DEEWR on a case-by-case basis in line with the criteria set out in the AAIP Guidelines.

## 3.4 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.

# TRAINING PATHWAYS

# Claiming Incentives Payments

# 4

## 4.1 Overview

An employer must initially submit a completed *Registration for Incentives* form to DEEWR to register for incentives under the Program within three-months from the date the employee commenced employment.

DEEWR will provide a confirmation or rejection of registration or request for additional information, within 30 days of receipt.

Following successful registration, incentive payments to the employer under a Training Pathway arrangement will be paid upon receipt by DEEWR of relevant claim forms, provided all required conditions are met.

## 4.2 Registration

The purpose of the Registration for Incentives form is to provide the employer claiming an incentive payment with certainty that they will receive the incentive payment if all eligibility requirements are met.

Registration will also provide certainty where the start date for the chosen course is some time away.

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

**Note:** Initially, subject to test and review, DEEWR will restrict the number of employees for whom an employer can register and claim incentives to a maximum of 100 employees undertaking training at any one time.

## 4.3 Claiming the Commencement Incentive

Incentives are only payable if the relevant claims are received by DEEWR within specified periods.

A claim for the commencement incentive must be received by DEEWR at least 3 calendar months after commencement of training and before 12 months have elapsed since the employee commenced the course.

**Note:** In order for incentives to be paid the employee must commence training within 12 months of the submission of the *Registration for Incentives* form by the employer to DEEWR.

To claim the incentive the employer must submit:

- a completed Claim for Commencement Incentive;
- a Confirmation of Enrolment (COE) from the RTO specifying the date of commencement;
- a statement from the RTO confirming satisfactory attendance by the employee in training;
- a statement outlining the assistance that the employer has provided to the employee to attend training i.e. whether the assistance is paid time off or time off in lieu, and how the training can be applied in the workplace; and
- evidence that the employee is still employed by the employer.

**Note:** It is the employer's sole responsibility to attain the required documentation from the RTO.

To substantiate the employer's declaration on the claim form that the employee is employed at the date of claiming the commencement incentive, the following is required:

- the employee signs the claim form to confirm that they are employed by that employer at the date of claim,  
OR

- the employer provides evidence that the employee in question was employed by the employer at the date of claim. This may include a payroll print, time and wages sheet, payslip, or a separation certificate. A letter from the employer is not in itself acceptable evidence.

## 4.4 Claiming the Completion Incentive

A claim for the completion incentive can be made once the employee has successfully completed the course.

Note: In order for the completion incentive to be paid, the employee must successfully complete training within 48 months from the commencement of training.

To claim the incentive the employer must submit the following to DEEWR within 12 months of the employee completing the qualification:

- a completed Claim for Completion Incentive form;
- a statement confirming that the employer has actually provided assistance to the employee to attend training as per the statement submitted with the claim for the commencement incentive (see 4.3 above);
- confirmation from the RTO that the employee has satisfactorily completed the course requirements and providing the date that the requirements were met; and
- evidence that the employee was employed by the claiming employer at the time he/she successfully completed the course.

To substantiate the employer's declaration on the claim form that they employed the person at the date of completion, the following is required:

- the employee signs the claim form to confirm that they had been employed by that employer at the date of successful completion of the qualification,  
OR
- the employer provides evidence that the employee in question was employed by the employer at the date of successful completion of the qualification. This may include a payroll print, time and wages sheet, payslip, or a separation certificate. A letter from the employer is not in itself acceptable evidence\*.

**\*Note:** If the employee ceases employment with the employer, for any reason, prior to completing the qualification then no employer incentive will be paid.

If the employee continues training (in the same qualification) under a different employer (including a new/merged entity of the original employer) and the new employer/entity supports the employee to continue training (as per the requirements of this Program), then any incentives yet to be paid in respect of that employee can be paid to the new employer/entity. Only one commencement / completion payment will be paid per employee, regardless of changes in employment arrangements.

# TRAINING PATHWAYS

## Role of DEEWR

# 5

## 5.1 Overview

The Department of Education, Employment and Workplace Relations (DEEWR) is responsible for the overall management of the Program on behalf of the Australian Government.

The DEEWR Program Delegate is the Branch Manager, Higher Skills Branch, Industry Skills Development Group.

Specifically, DEEWR's activities include but are not limited to:

- developing and providing advice on policy for the Program;
- developing national marketing campaigns for the Program;
- distributing, receiving and assessing *Registrations for Incentives*;
- approving the paying of incentives;
- paying incentives;
- collecting, analysing, reporting and publishing information on outcomes achieved;
- receiving and investigating complaints; investigating allegations or evidence of fraud by employers, employees or others in relation to incentives paid under the Program; and
- ongoing review of the demand for the Program with a formal review process being conducted after 2 years.

## 5.2 Process for Assessing Claims for Incentives

The following checklists are to assist in processing claims. It is a summary of processing issues and does not remove the necessity to be familiar with the detail of these aspects of Program administration that are contained in greater detail throughout these Guidelines.

### Processing the Registration for Incentive Payment

1. Date stamp the Registration for Incentive Payment on receipt, create an application file and ensure that:

- the form has been submitted within the specified time frames;
- the correct form has been used;
- the form is fully complete with all required attachments;
- the employer and the employee have signed the form;
- any alterations to the form have been initialled;
- the qualification being undertaken is an eligible qualification and is not available through an Australian Apprenticeships pathways in the applicable State/Territory;
- the employer has certified that the course of study is directly related to the employee's current or future work; and
- the RTO is a State/Territory approved Registered Training Organisation with the relevant qualification within its Scope of Registration.

2. Check that the employer and the employee meet the eligibility requirements listed in Section 3 of these Guidelines. If the employee has a prior qualification, the AAIP Guidelines must be checked to determine the employee's eligibility for incentives. Incentives will only be paid where the employee falls within the exemptions allowable under the Prior Qualifications rules in the AAIP Guidelines.
3. If the Registration form is incomplete it must be returned to the employer for completion with a copy of the Application kept on file.
4. If the Registration form is complete but either the employer or the employee does not meet the eligibility requirements listed in Section 3 of the Guidelines a letter should be sent to the employer within 30 days of receipt of the Registration form rejecting the Application and stating the reason for rejection.
5. If the Registration form is complete and it fully meets the eligibility requirements listed in Section 3 the delegate's approval for future payment of incentives to the employer, subject to eligibility circumstances remaining unchanged and subject to receipt of appropriate claim forms should be sought. The employer should be notified of the approval for payment of incentives (subject to the condition that eligibility conditions remain unchanged) within 30 days of receipt of the Registration form.

### **Processing the Claim for Commencement Incentive**

1. Date stamp the Claim on receipt, create an application file and ensure that:
  - the form has been submitted within the specified time frames;
  - the correct form has been used;
  - the form is fully complete with all required attachments;
  - the employer and the employee have signed the form;
  - any alterations to the form have been initialled;
  - the 3 month waiting period has been completed;
  - training had commenced within 12 months from the submission of the *Registration for Incentives* form by the employer to DEEWR;
  - the form has been lodged within 12 months of the start of the course of study;
  - the employer has certified that the course of study is related to the employee's work
  - the RTO is a State approved Registered Training Organisation;
  - the RTO has confirmed that the employee is enrolled in the qualification listed on the Application and has confirmed that the employee's attendance has been satisfactory.
2. Check that the employer and the employee continue to meet the eligibility requirements listed in Section 3 of these Guidelines.
3. If the claim form is incomplete it must be returned to the employer for completion with a copy of the Claim kept on file.
4. If the Claim form is complete but either the employer or the employee does not continue to meet the eligibility requirements listed in Section 3 due to changed eligibility circumstances, a letter should be sent to the employer advising him/her that they are no longer eligible and the reason for this decision.
5. If the Claim form is complete and it fully meets the eligibility requirements listed in Section 3 the delegate's approval for the payment of the commencement incentive should be sought and payment processed.
6. The Claim must be processed and the employer advised of the outcome of the Claim within 30 days of receipt of the Claim form.

## Processing the Claim for Completion Incentive

1. Check that the Claim

- has been submitted within the specified time frames;
- is complete with all required attachments;
- has been submitted within 12 months of the employee completing the qualification;
- shows that training was successfully completed within 48 months from the commencement of training;
- contains confirmation from the RTO that the employee completed the qualification and gives the date of completion; and
- meets the eligibility requirements for employer and employee in Section 3 of these guidelines.

**Note:** No completion incentive is payable for Certificate II qualifications.

2. If the Claim is incomplete it should be returned to the employer for completion and a copy kept on file.

3. If the Claim does not meet the eligibility requirements a letter should be sent to the employer rejecting the claim and stating the reason for rejection.

4. If the Claim is complete and meets the eligibility requirements the delegate's approval of the completion incentive should be sought and the payment processed.

5. The Claim must be processed and the employer advised of the outcome of the Claim within 30 days of receipt of the Claim form.

## 5.3 Record Keeping

DEEWR must maintain records of information collected from, and provided to, all individuals, including a separate file for each employee for whom a claim is made.

## 5.4 Payment Processing

Payments will be processed through SAP. Payment amounts specified in these Guidelines are GST exclusive.

The date for payment is within 30 days after a correctly rendered claim.

## 5.5 Tax Implications

### Income tax

The Incentive Payments are considered to be income derived in the course of carrying on a business. The payments will therefore be assessable as either ordinary income under section 6-5 of the *Income tax Assessment Act 1997* (ITAA 1997) or as statutory income as a government bounty or subsidy under section 15-10 of the ITAA 1997. (See Taxation Ruling TR 2006/3, which deals with government assistance payments to a business to assist it to continue operating.)

Amounts of an Incentive Payment which the employer expends in carrying on their business for the purpose of gaining assessable income can be claimed as a tax deduction under paragraph 8-1(b) of the ITAA 1997.

### GST

The claiming employer does not make a supply for GST purposes to DEEWR for the incentive payments. This is because DEEWR does not receive anything in return for the payments. Rather, any DEEWR benefits flow indirectly through potential community benefits from the program.

The conditions of payment relate to eligibility, accounting requirements and record keeping, such things do not go to the substance for which the incentives are paid. DEEWR is not entitled to claim any GST credits in relation to the payments.

## 5.6 Debts and Debt Recovery

A debt is a sum of money which a person or organisation is legally obliged to repay to the Australian Government. Debts could arise where false or misleading information has been provided by an employer and/or an employee in claiming an incentive or where DEEWR:

- has overpaid or incorrectly paid a person or organisation;
- has made mistakes in processing incentive applications or claims;
- has paid a person or organisation as a result of a computer system error, including miscoding of bank account details;
- has paid a person or organisation as a result of error in interpreting eligibility for assistance under this Program.

DEEWR will recover from employers any incentives or claims paid, where these have been paid incorrectly.

## 5.7 Dispute Resolution

DEEWR will:

- be responsible for ensuring consistency in the interpretation and application of policy by acting as a reference point, final arbiter, policy helpdesk and author of Program related documents; and
- manage and resolve any complaints relating to the Program.

DEEWR will do this in a timely manner.

## 5.8 Monitoring and Recording

DEEWR will closely monitor the administration and delivery of the Program. DEEWR may conduct audits and site visits, as well as request access to employees for whom an incentive has been claimed and/or paid. Additionally the approved employer must make its premises, books and records available without notice to DEEWR's National Investigations Unit officers on production of photographic identification where an alleged breach of the law is being investigated.

DEEWR will develop, implement and manage quality assurance processes for the Program, including decision making, performance and monitoring, payments and service standards. DEEWR will also develop a Program Risk Assessment.

# TRAINING PATHWAYS

# Legislative Requirements

# 6

## 6.1 Overview

This section provides details on some of the legislative requirements applicable to the administration of the Program.

## 6.2 Discrimination Legislation

Government agencies are subject to Acts which prohibit discriminatory practices:

- *Racial Discrimination Act* 1975;
- *Sex Discrimination Act* 1984;
- *Disability Discrimination Act* 1992; and
- *Human Rights and Equal Opportunity Commission Act* 1986.

The Department has a legal responsibility to ensure its participants receive assistance in an environment free from discrimination and must ensure that approved organisations are aware of, and comply with, anti-discrimination legislation.

## 6.3 Confidentiality

Disclosure of all personal information from employers and employees is to be in accordance with the *Privacy Act 1988* (the Information Privacy Principle 11.1 in particular).

Note: The *Crimes Act* 1914 and The Criminal Code provide severe penalties for the unlawful disclosure of information. In addition, the Criminal Code (Commonwealth) stipulates severe penalties for unauthorised access to computer data, the unlawful supply of such data and for related computer offences.

## 6.4 Privacy Act

The *Privacy Act 1988* provides for the protection of personal information in relation to its collection, storage, access, use and disclosure. Personal information is information or an opinion (including information or an opinion forming part of a database), whether true or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.

DEEWR is bound, in administering the Program, by the provisions of the Privacy Act. Section 14 of the Privacy Act contains the Information Privacy Principles (IPPs) which prescribe the rules for handling personal information.

DEEWR personnel involved in the Program, must abide by the Information Privacy Principles (IPPs) and the Privacy Act when handling personal information collected for the purposes of the Program. In brief, DEEWR must ensure that:

- personal information is collected in accordance with Information Privacy Principles (IPPs) 1-3;
- suitable storage arrangements, including appropriate filing procedures are in place;
- suitable security arrangements exist for all records containing personal information;
- access to a person's own personal information held by the organisation is made available to the person at no charge;
- records are accurate, up-to-date, complete and not misleading;
- where a record is found to be inaccurate, the correction is made;
- where a person requests that a record be amended because it is inaccurate but the record is found to be accurate, the details of the request for amendment are noted on the record;
- the personal information is only to be used for the purposes for which it was collected, or for other purposes where expressly allowed by Information Privacy Principle (IPP) 10; and
- personal information is only disclosed in accordance with Information Privacy Principle (IPP) 11.

## 6.5 Privacy Complaints

Complaints about breaches of privacy should be referred to the Privacy Contact Officer in the Litigation and External review Section of the Procurement, Assurance and Legal Group, in the Department of Education, Employment and Workplace Relations National Office. Privacy complaints can be made directly to the Federal Privacy Commissioner; however the Federal Privacy Commissioner prefers that the Department be given an opportunity to deal with the complaint in the first instance.

## 6.6 Freedom of Information

All documents created or held by the Department with regard to the Program are subject to the *Freedom of Information Act 1982* ('the FOI Act'). The *Freedom of Information Act* extends as far as possible the right of the Australian community to access information in the possession of Government Departments.

Unless a document falls under an exemption provision, it will be made available to the general public if requested under the *Freedom of Information Act*. All *Freedom of Information Act* requests are to be referred to the Director of the Litigation and External Review Section in the Procurement, Assurance and Legal Group in the Department. Decisions regarding requests for access will be made by an authorised officer in accordance with the requirements of the *Freedom of Information Act*.

# TRAINING PATHWAYS Definitions



<b>Advanced Diploma, Diploma, Certificate III or Certificate II</b>	Qualifications under the Australian Quality Framework which meets the level of recognised skills and knowledge meeting nationally endorsed industry/enterprise competency standards; or competencies consistent with these qualifications, where national competency standards are not applicable.
<b>Commencement Incentive</b>	A payment of \$1500 (excluding GST ) for approved qualifications at the Advanced Diploma, Diploma and Certificate III levels or \$1,250 (excluding GST) for an approved qualification at the Certificate II level, made to an employer, who has satisfied all eligibility criteria, when a valid <i>Claim for Commencement Incentive</i> form is received by DEEWR between three-months and twelve-months from commencement of training.
<b>Completion Incentive</b>	A payment of \$2,500 (excluding GST) for approved qualifications at the Advanced Diploma, Diploma and Certificate III levels made to an employer, who has satisfied all eligibility criteria, when a valid <i>Claim for Completion Incentive</i> form is received by DEEWR following successful completion of training (attainment of qualification).
<b>DEEWR</b>	Australian Government Department of Education, Employment and Workplace Relations.
<b>Intermediate qualification</b>	Six intermediate qualifications in the Building and Construction industry approved by COAG but not as yet declared as apprenticeship pathways by states and territories. The qualifications are:  Certificate III in Wall and Ceiling Lining (Plasterboard) Certificate III in Formwork and Falsework Certificate III in Low Rise Structural Framing Certificate II in Steel Fixing Certificate II in Concreting Certificate II in Stonemasonry
<b>The Program</b>	The Training Pathways Program.
<b>Qualification</b>	This is the formal certification, issued by an approved body, recognising that a person has achieved competency to a specified level of the Australian Qualifications Framework.

<b>Registration for Incentives</b>	A form submitted to DEEWR for assessment to determine the eligibility of an employer for incentives under the Program. The purpose of the registration form is to provide the employer claiming an incentive payment with certainty that he/she will receive the incentive payment if the employee is enrolled and released to attend the particular course (for the commencement incentive) and completes it successfully (for the completion incentive).
<b>Registered Training Organisation</b>	An organisation registered by a State or Territory Training Authority to deliver training, conduct assessments and issue nationally recognised qualifications in accordance with the Australian Quality Training Framework.

### Schedule of Delegations for Training Pathways

<b>Determine Progress (achieving milestones)</b>	Director, High Level Skills Training Initiatives Section, Higher Skills Branch
<b>Approve Payments</b>	Per transaction: Payment over \$500,000 (GST inc) – Group Manager / Dep Secretary Payment up to \$500,000 (GST inc) – Branch Manager Payment up to \$100,000 (GST inc) – Director
<b>Resolve disputes and issues around eligibility</b>	Branch Manager, Higher Skills Branch
<b>Regulation 10 approval</b>	Finance Branch

**Regulation 9 Delegation approval below:**

<b>Program</b>	<b>Delegate – Office or Position</b>	<b>Limit (GST Inclusive)</b>
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>
All programs administered from time to time by National Training Directions Group and Industry Skills Development Group	Deputy Secretary and Group Managers National Training Directions Group and Industry Skills Development Group	Limit of Available Funds
All programs administered from time to time by Industry Skills Development Group	Branch Managers, Industry Skills Development Group	\$500,000
All programs administered from time to time by Industry Skills Development Group	Executive Level 2, Industry Skills Development Group	\$100,000
Support for Australian Apprenticeships and Tools for your Trade	Branch Manager, Australian Apprenticeships Branch	Limit of Available Funds
Support for Australian Apprenticeships	State Manager, State Office	Limit of Available Funds
Support for Australian Apprenticeships	Executive Level 2, State Office	\$1,000,000
Support for Australian Apprenticeships	Executive Level 1, State Office	\$100,000
Support for Australian Apprenticeships	DEST Level 3, State Office	\$50,000
Australian Apprenticeship Access and Group Training in the Trades	State Manager, State Office	\$500,000
Australian Apprenticeship Access and Group Training in the Trades	Executive Level 2, State Office	\$100,000
Australian Apprenticeship Access and Group Training in the Trades	Executive Level 1, State Office	\$50,000
Group Training Australian Apprenticeships Targeted Initiatives	State Manager, State Office	\$500,000
Group Training Australian Apprenticeships Targeted Initiatives	Executive Levels 1 and 2, State Office	\$100,000



# TRAINING PATHWAYS Appendix



**Qualifications Eligible for Training Pathways employer incentives from June 2009 (where they are not available through an Australian Apprenticeships pathway\*\*)**

<b>CODE</b>	<b>QUALIFICATION</b>
AUM50100	Diploma of Automotive Manufacturing (Frontline Management)
AUM50200	Diploma of Automotive Manufacturing (Manufacturing Maintenance)
AUM60100	Advanced Diploma of Automotive Manufacturing
CPC20308	Certificate II in Steelfixing
CPC20408	Certificate II in Concreting
CPC20508	Certificate II in Stoneworking
CPC31508	Certificate III in Formwork/Falsework
CPC31208	Certificate III in Wall & Ceiling Lining
CPC31708	Certificate III in Low Rise Structural Framing
CHC50202	Diploma of Out of Schools Hours Care
CPP50107	Diploma of Surveying
CPP50207	Diploma of Spatial Information Services
DRT50803	Diploma of Drilling - Oil/Gas Offshore
DRT50903	Diploma of Drilling - Oil/Gas Onshore
HLT50507	Diploma of Dental Technology [2007]
HLT60407	Advanced Diploma of Dental Prosthetics [2007]
MNC50104	Diploma of Surface Coal Mining Management
MNC50204	Diploma of Underground Coal Mining Management
MEA50107	Diploma of Aeroskills - Avionics

<b>CODE</b>	<b>QUALIFICATION</b>
MEA50207	Diploma of Aeroskills - Mechanical
MNC50304	Diploma of Mine Mechanical Engineering
MNC50404	Diploma of Mine Electrical Engineering
MNC60104	Advanced Diploma of Surface Coal Mining Management
MNC60204	Advanced Diploma of Underground Coal Mining Management
MNM50105	Diploma of Metalliferous Mining (Open Cut & Underground)
MNM50205	Diploma of Metalliferous Mining (Processing)
MNQ50103	Diploma of Extractive Industries Management
MNQ60103	Advanced Diploma of Extractive Industries Management
PMA50102	Diploma of Process Plant Technology
PMA50108	Diploma of Process Plant Technology
PMB50107	Diploma of Polymer Technology
PMB60107	Advanced Diploma of Polymer Technology
RII50106	Diploma of Civil Construction (Management)
RII50206	Diploma of Civil Construction (Design)
RII60106	Advanced Diploma of Civil Construction (Management)
RII60206	Advanced Diploma of Civil Construction (Design)
UEE50407	Diploma of Electrical Engineering
UEE50107	Diploma of Computer Systems Engineering
UEG50106	Diploma of Gas Industry Operations
UEG60106	Advanced Diploma of Gas Industry Operations
UEP50206	Diploma of ESI Generation (Operations)
UEP50406	Diploma of ESI Generation (Electrical/Electronics)
UET50106	Diploma of ESI - Power Systems
UET60106	Advanced Diploma of ESI - Power Systems

\*\*Talk to an Australian Apprenticeship Centre regarding availability of qualifications as Australian Apprenticeship pathways