

APPRENTICE AND TRAINEE TRAVEL AND ACCOMMODATION ALLOWANCES POLICY AND PAYMENT RATES EFFECTIVE 1 JANUARY 2020

Apprentices and trainees who are required to travel inter/intrastate to attend training may be eligible for allowances to assist in covering their travel and accommodation costs.

Eligibility

To be eligible, an apprentice or trainee must:

1. have an active registered training contract as prescribed by the *Training and Workforce Development Act 2013*.
2. be required to travel to attend training and/or assessment as scheduled in their training plan.

Payment conditions

1. Apprentices and trainees seeking an allowance must complete a 'Travel and Accommodation Allowance Claim Form', which must be signed by the Registered Training Organisation (RTO) and lodged by the RTO with Skills Tasmania at travelclaims@skills.tas.gov.au
2. Travel and accommodation allowances are paid by Skills Tasmania directly to the eligible apprentice or trainee except in the case of airfares which will be paid directly to the vendor.
3. The maximum combined travel and accommodation allowance that can be paid per calendar year to an apprentice or trainee is \$8,000.
4. If training is available in Tasmania and an apprentice or trainee and their employer choose an RTO that can only provide training at an interstate location, the apprentice or trainee will be not eligible for an allowance.
5. Where an apprentice or trainee is not eligible for an allowance but it is believed that extenuating circumstance exist, an allowance may be paid at the discretion of the Director, Training Operations upon individual application from an apprentice or trainee.
6. Travel and accommodation allowances must be claimed within 4 weeks of completion of the training and must be verified by the RTO before lodgement with Skills Tasmania.
7. If the apprentice or trainee returns to work or home before completing training, Skills Tasmania may reclaim the payment by either requesting a refund or adjusting a future claim. If this occurs, Skills Tasmania will notify the apprentice/trainee of their intention to reclaim funds and issue an invoice, or an adjustment will be made for any future claims which will be reduced to cover the repayment.
8. Travel and accommodation allowances will only be paid by Skills Tasmania where the training occurs on or after the commencement date of the training contract.
9. If a claim is received after the completion or cancellation of the training contract, payment will be made at the discretion of the Director, Training Operations.
10. Skills Tasmania *may* pay intrastate travel and accommodation allowances for apprentices and trainees whose training contracts are suspended or cancelled. This will be considered on a case-by-case basis

by the Director, Training Operations and must be accompanied by information from the RTO as to the circumstances of the suspension or cancellation and must meet the requirements of the Skills Tasmania policy 'RTOs continuing training and assessment during suspension or following cancellation of an apprentice/trainee contract'.

11. Travel and accommodation rates will be paid at the applicable rate for the dates claimed.
12. Apprentices and trainees can be paid an allowance if they are required to travel more than 21 kilometres and up to 60 kilometres one way from their suburb of residence to the suburb of the closest applicable RTO to attend training.
13. Apprentices and trainees who are required to travel more than 60 kilometres one way to attend training are eligible to be paid a daily accommodation allowance.
14. Apprentices and trainees may be eligible for an accommodation allowance where the distance is more than 40 km one-way from their suburb of residence to the closest applicable RTO if evidence can be provided that commercial accommodation was used by the apprentice or trainee.
15. Applications for accommodation allowance must include a declaration of the number of nights spent away from the apprentice or trainee's usual place of residence.
16. The shortest practicable route will be used to determine eligibility for travel allowances.
17. Where it is known that an employer pays a travel and/or accommodation allowance to their apprentice or trainee, Skills Tasmania will not pay travel and accommodation allowances.
18. Apprentices and trainees are fully responsible for accommodation bookings.

Tasmania-specific conditions

1. One additional return travel allowance will be paid where an apprentice or trainee is required to attend a training block of over 4 weeks to allow the apprentice or trainee to return to their home during a break in training (e.g. a weekend) and then to return to the training location to continue training.

Interstate-specific conditions

1. Where an apprentice or trainee is required to travel interstate, the apprentice or trainee will be emailed a *travel warrant number* by Skills Tasmania 8 weeks prior to the commencement of training. The apprentice or trainee must contact Corporate Travel Management in order to arrange flight/travel arrangements. Corporate Travel Management will book the flights directly on behalf of the apprentice or trainee. Flights must be booked before the *travel warrant* expiry date which is 2 weeks prior to the scheduled training date.
2. Where an apprentice or trainee cannot attend training due to unforeseen circumstances including illness and requires a change to flights booked through Corporate Travel Management, the apprentice/trainee may request financial assistance to cover flight changeover costs. Requests are to be made to the Director, Training Operations.
3. Acceptable changes include changes to training attendance dates, training finishing early, cancellation or rescheduling of scheduled training by the RTO.

4. Where an apprentice or trainee chooses to make a change to their booked flights for personal reasons, any additional charges will be at their own cost. The apprentice or trainee may request financial assistance to cover changeover costs however this will be at the discretion of the Director, Training Operations.
5. If an apprentice or trainee wishes to travel by boat using the TT-Line they must seek approval from Skills Tasmania before booking their ticket. If approved, the equivalent cost of the airfare, at the time of booking, will be paid by Skills Tasmania. The apprentice or trainee is responsible to book their TT-Line ticket. The apprentice or trainee must contact Skills Tasmania with the TT-Line invoice on the day the TT-Line ticket is booked in order to arrange reimbursement of the equivalent cost of the airfare. The apprentice or trainee is responsible for paying the difference between the TT-Line fare and the airfare at the time of booking.

Subsidy rates within mainland Tasmania

- Accommodation:** \$50.00 per night where the apprentice/trainee is required to be away from their usual place of residence to attend training.
- Road travel:** 41 cents per klm (must travel 21 kms or further one way)
45 cents per klm if travelling from West Coast, i.e. Queenstown, Strahan, Zeehan, Rosebery and Tullah.

Distance travelled one way:

- Minimum of 21 kms up to 40 klms - travel only paid.
Between 41 kms and 60 klms - travel paid or travel and accommodation paid where overnight accommodation has been used by the apprentice or trainee and can be evidenced.
61 klms and more – travel and accommodation is paid.

Subsidy rates for Flinders, King and Cape Barren Islands

- Accommodation:** \$50.00 per night where the apprentice/trainee is required to be away from their usual place of residence in order to attend training, including weekends if attending more than one consecutive week.
- Road travel:** \$52.00 flat rate per airport transfer.
- Air Travel:** Full cost of return airfares paid for travel to attend their RTO in Tasmania from Flinders Island, King Island or Cape Barren Island.

Subsidy Rates for interstate

- Accommodation:** \$90.00 per night including weekends if attending more than one consecutive weeks.
- Road travel:** \$52.00 flat rate per airport transfer
- Air travel:** The full cost of airfares will be paid where that cost does not exceed the annual maximum of \$8,000.
- TT-Line fares will be paid up to the equivalent cost of an airfare to the same destination.
- The apprentice/trainee is responsible for paying the difference between the TT-Line fare and the airfare.