Policy Statement

Apprentice and Trainee Travel and Accommodation Contribution Policy and Payment Rates

October 2026

Tasmanian Government

Contents

Contents ..... **ii**

Purpose 1

Eligibility 1

How to access the contribution 1

Payment conditions 2

Interstate-specific condition 2

Contribution rates within mainland Tasmania 3

Contribution rates for Flinders, King and Cape Barren Islands 3

Contribution rates for interstate 4

Purpose

Provide a contribution towards the cost of travel and accommodation for eligible apprentices and trainees to assist in reducing barriers to participation in training and support completions.

The contribution does not remove any entitlements that an apprentice or trainee has under their relevant Fair Work Award that the employer is required to pay.

Eligibility

To be eligible for the contribution, Tasmanian apprentices and trainees must:

1. Have an active training contract under the *Training and Workforce Development Act 2013*.
2. Be funded under the Apprentice and Trainee Training Fund or TasTAFE Deed.
3. Be a Tasmanian resident.
4. Be required to travel to attend off-the-job training or assessments that are part of their agreed training plan.
5. Be undertaking an entry level qualification required for the apprentice or trainee's occupational outcome.

How to access the contribution

1. To access the contribution, apprentices and trainees travelling within Tasmania complete the 'Tasmanian Apprentice and Trainee Travel and Accommodation Contribution Claim Form'.
2. This form needs to be signed and provided to the Registration Training Organisation (RTO) teacher who will verify attendance and then send it to Skills Tasmania at travelclaims@skills.tas.gov.au.
3. For apprentices and trainees travelling interstate, the RTO will confirm training dates with Skills Tasmania who will email a travel warrant number to the apprentice or trainee eight weeks before their training starts.
4. The apprentice or trainee should then call Corporate Travel Management (CTM) who will book the flights as per the travel warrant number for the training block (see **Interstate-Specific Conditions** on page 2).
5. Skills Tasmania will pay travel and accommodation contribution payments directly to apprentices or trainees who are eligible. The payment for flights is paid directly to Corporate Travel Management.

Payment conditions

1. Travel and accommodation contribution payments will not be paid for interstate training where the training is available in Tasmania.
2. Travel and accommodation contributions will only be paid for interstate training at the closest suitable RTO that offers the required training. Another interstate RTO will only be approved by Skills Tasmania in exceptional circumstances.
3. Travel and accommodation contribution payments will not be paid if training is held at the apprentice or trainee's workplace.
4. Travel and accommodation contribution payments will not be paid for optional training or additional activities that are not mandatory as part of the apprentice or trainee's approved training.
5. Travel and accommodation contributions must be claimed within 4 weeks from the last day of training.
6. Skills Tasmania may recover contributions if the apprentice or trainee does not attend training or goes back to work or home early.
7. The training contract must be approved and registered by Skills Tasmania before Skills Tasmania will pay the travel and accommodation contribution.
8. The apprentice or trainee will receive travel and accommodation contribution payments based on the rates that were valid for the dates travelled.
9. Apprentices and trainees are eligible for a travel contribution payment if they need to travel 21 kilometres or more one way from their home to the nearest training centre.
10. Apprentices and trainees who need to travel 61 kilometres or more one way are also eligible for accommodation contribution payments.
11. Skills Tasmania will find the shortest route possible in calculating distances travelled.
12. Scheduled training that is delivered consecutively for two or more weeks will be paid as one training block.
13. If an employer pays the cost of travel or accommodation, the apprentice or trainee is not eligible to make a claim for that expense through Skills Tasmania.
14. Apprentices and trainees are fully responsible for their own accommodation bookings.
15. Skills Tasmania will determine what qualifications are considered as entry level qualifications for an occupation.

Interstate-specific condition

1. The apprentice or trainee must call Corporate Travel Management to book flights as soon as possible after they receive the travel warrant from Skills Tasmania. Details will be provided to the learner with the travel warrant.
2. If flights have not been booked before the travel warrant expires, which is two weeks before the training is scheduled, the apprentice or trainee will be responsible for the cost of the flights.
3. Skills Tasmania will only cover the cost of the most economical flights available on the required travel dates to and from Tasmania.

4. Flights will be booked for the day before training starts and the return flight will be on the last day of training. If no return flights are available that day, the next available flight will be booked. Skills Tasmania will not approve any flight requests outside these dates.
5. Return flights will be scheduled after 5pm on the last day of training. If an earlier flight is sought when booking the flights, the apprentice or trainee will need to provide Skills Tasmania with confirmation from the RTO that training will finish early.
6. Skills Tasmania may not reimburse the costs of flights if the apprentice or trainee books the flights themselves
7. If an apprentice or trainee can't go to training because of something unexpected like sickness, and they need to change their flights booked through CTM, they can ask for help with the costs of changing the flight. They must send their request to travelclaims@skills.tas.gov.au.
8. Skills Tasmania will not approve changes to booked flights for personal reasons, except in the case of an emergency.
9. Skills Tasmania will not approve changes to an already booked flight where the departure date remains the same, except in the case of an emergency.
10. If additional training blocks are required due to early departures from scheduled training, an apprentice or trainee will not be eligible to access travel and accommodation contribution payments, including flights.
11. If an apprentice or trainee wants to travel via the Spirit of Tasmania and be reimbursed, they need permission from Skills Tasmania before buying their ticket.
12. If travel by the Spirit of Tasmania is approved, Skills Tasmania will either pay the cost of the Spirit of Tasmania booking or an equivalent flight cost, whichever is less, to the apprentice or trainee with their travel and accommodation contribution payment after receiving a copy of the booking tax invoice. Skills Tasmania will determine the appropriate equivalent flight cost.

Contribution rates within mainland Tasmania

Road travel: 41 cents per km (must travel 21 kms or further one way).

45 cents per km if travelling from West Coast, i.e., Queenstown, Strahan, Zeehan, Rosebery, Trial Harbour and Tullah.

Accommodation: $55.00 per night if the apprentice/trainee must travel 61 kms or more to training. This does not include weekends.

Note:

Between 21 kilometres and less than 61 kilometres – travel only paid.
61 kilometres or more – travel and accommodation is paid

Contribution rates for Flinders, King and Cape Barren Islands

Air Travel: Skills Tasmania will pay the cost of the cheapest round-trip airplane tickets to attend a training centre in Tasmania if the apprentice or trainee is coming from Flinders Island, King Island, or Cape Barren Island. This is booked through Corporate Travel Management (CTM).

$60.00 for airport transfer, which is a one-time payment for each period of training.

Accommodation: $55.00 for each night, including weekends if training continues into the following week.

Contribution rates for Interstate

Air Travel: Skills Tasmania will pay the cost of the cheapest round-trip airplane tickets to attend training. This is booked through Corporate Travel Management (CTM).

$60.00 for airport transfer, which is a one-time payment for each period of training.

Accommodation: $100.00 for each night, including weekends if training continues into the following week.

Owner: Apprenticeships and Traineeships, Skills Tasmania
Contact: Manager, Apprenticeships and Traineeships
Date of Issue: 1 September 2025
Last Updated: 1 October 2026

Tasmanian Government

Skills Tasmania

GPO Box 536
Hobart, Tas 7001

Contact: https://www.skills.tas.gov.au/contact_us

Email: travelclaims@skills.tas.gov.au

Web: www.skills.tas.gov.au