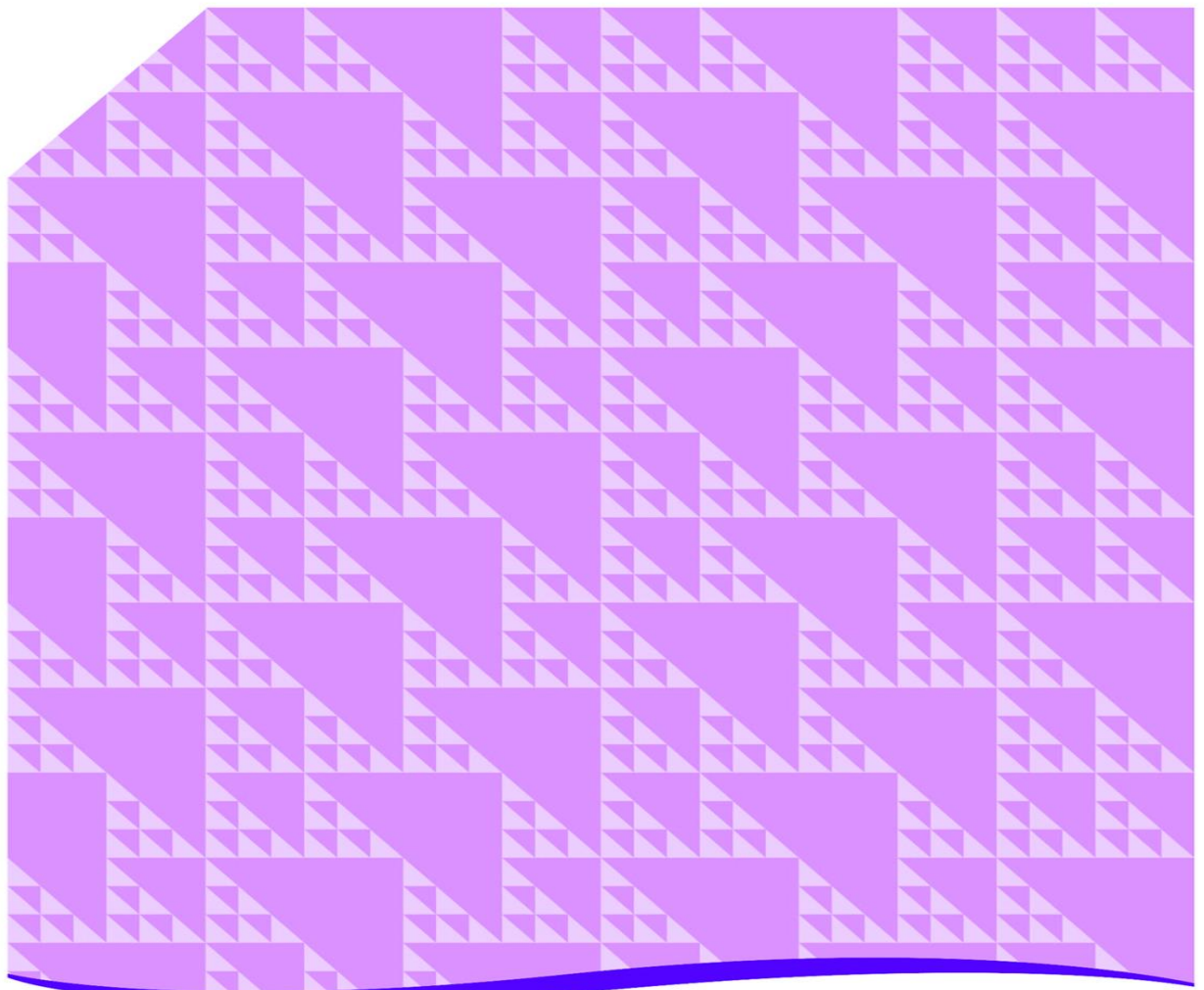


# Guide



This guide is to be used by parties seeking information in relation to the *New Apprenticeship Scholarship Program*.

The program is effective as of 1 January 2020.

Email: [nasp@skills.tas.gov.au](mailto:nasp@skills.tas.gov.au)

Potential applicants are encouraged to discuss their application with an Apprenticeship Network Provider prior to preparation of an application (see [https://www.skills.tas.gov.au/employers/employing\\_an\\_apprentice\\_or\\_trainee/the\\_role\\_of\\_anps](https://www.skills.tas.gov.au/employers/employing_an_apprentice_or_trainee/the_role_of_anps) for contact details).

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## 1. Program Overview

The New Apprenticeship Scholarship Pilot Program (the Program) makes available 200 scholarships to eligible individuals who reside in North West Tasmania<sup>1</sup> and undertake a qualification as an apprentice or trainee with an employer in an eligible industry.

Under the Program, the individual apprentice or trainee can apply for a subsidy of up to \$2,000 for a full-time apprenticeship or traineeship, or \$1000 for a part-time apprenticeship or traineeship, in an identified target industry.

The scholarships are designed to support apprentices' and trainees' participation in approved training connected to their apprenticeship or traineeship, enabling them to pay for student fees, books and materials, transport, child care or other items or services that will assist them to participate.

The Program will initially support apprenticeships and traineeships in the following target industries:

- Child Care
- Aged Care, Disability Support
- Agriculture, Forestry and Fishing
- Transport and Logistics

The Program targets specific industries that are well placed to deliver growth in the number of apprentices and trainees employed in North West Tasmania, which will assist the Government's agenda to increase the number of apprentices and trainees by 40 per cent by 2025.

The scope, eligibility and performance of the Program will be regularly monitored and reviewed.

## 2. Program Objectives

The Program aims to:

- Support a skilled workforce in target industries in North West Tasmania.
- Increase the number of apprentices and trainees employed in North West Tasmania.
- Provide financial subsidies to apprentices and trainees to overcome barriers to undertaking an apprenticeship or traineeship.

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<sup>1</sup> North West Tasmania is defined as the following Local Government Areas: Burnie City, Devonport City, Kentish, Circular Head, Waratah/Wynyard, West Coast, Latrobe, Central Coast, King Island.

### 3. Eligibility

For the apprentice or trainee to be eligible to receive a scholarship under this Program, both the employer and the apprentice or trainee must meet a range of criteria, as detailed below.

#### 3.1 Employer Eligibility Criteria

To be considered eligible for the Program, the legal entity that is the employer of the apprentice or trainee:

- 3.1.1 must, according to the Australian Business Register (ABR), undertake activity in one of the nominated target industry subdivisions as its main business activity.

A list of nominated target industry subdivisions are provided in Section 4.

- 3.1.2 must employ (or host) the apprentice or trainee in a workplace in North West Tasmania.

Where the legal employer of an apprentice or trainee is a Group Training Organisation, and the apprentice and trainee is to be placed with a host employer, the host employer is required to meet criteria 3.1.1 and 3.1.2, and the GTO is required to meet criteria 3.1.2.

All apprentice and trainee eligibility criteria must also be met.

#### 3.2 Apprentice and Trainee Eligibility Criteria

For an apprentice or trainee to be eligible to claim the scholarship they must:

- 3.2.1 be a resident in the North West Tasmania,
- 3.2.2 commence in a training contract, registered on or after 1 January 2020, with an employer who meets the employer eligibility criteria,
- 3.2.3 enter into a training contract as a new worker, and
- 3.2.4 be 18 years or older.

All conditions of a training contract, including the Tasmanian Traineeships and Apprenticeships Committee (TTAC) policies and guidelines, must be met for the training contract to be registered.

Note that payment for approved applicants will only be made upon completion of the probation period of the relevant training contract (usually 90 days).

#### 4. Industry Sectors

The Program is available where the legal entity that is the employer (or the host employer in the case of an apprentice or trainee employed by a Group Training Organisation), undertakes its main business activity in one of the eligible target industry subdivisions.

Businesses in those industries will be identified as those with specific division codes within the Australian and New Zealand Standard Industry Classification (ANZSIC) system, as recorded on the Australian Business Register. This ANZSIC division code forms part of every ABN registration. ABN details can be updated with the Australian Business Register if the main business activity of the business has changed since registration.

The ANZSIC division codes of the target industries currently nominated for the program are shown in Table I.

Eligibility for the Program is determined and assessed by Skills Tasmania.

**Table I: Nominated target industries by ANZSIC division code and subdivision**

<b>ANZSIC division code</b>	<b>Industry</b>	<b>Included subdivisions</b>
<b>I</b>	<b>TRANSPORT, POSTAL AND WAREHOUSING</b>	46 - Road Transport
		47 - Rail Transport
		48 - Water Transport
		49 - Air and Space Transport
		50 - Other Transport
		51 - Postal and Courier Pick-up and Delivery Services
		52 - Transport Support Services
		53 - Warehousing and Storage Services
<b>Q</b>	<b>HEALTH CARE AND SOCIAL ASSISTANCE</b>	86 - Residential Care Services
		87 - Social Assistance Services
<b>A</b>	<b>AGRICULTURE, FORESTRY AND FISHING</b>	01 - Agriculture
		02 - Aquaculture
		03 - Forestry and Logging
		04 - Fishing, Hunting and Trapping

## 7. Program Administration

This Program is administered by Skills Tasmania, under the management of Director, Training Operations and the Project Manager North West Job Ready Generation Package.

Director Training Operations is responsible for:

- Administration of the Program including the implementation of business systems and processes, the assessment of applications, and facilitation of payments under the Program.

Project Manager is responsible for:

- Development and implementation of the Program including initial communication to stakeholders;
- Ensuring the Program is reviewed periodically and is fit-for-purpose.

## 8. Program Marketing

Apprenticeship Network Providers (ANPs) operating in Tasmania are responsible for the promotion of this program, and the ANP is to provide the apprentice or trainee with relevant information and assistance in relation to the Program as part of their process for completing a training contract sign up, including:

- Providing information and advice regarding the eligibility criteria to the apprentices and trainees who may be eligible;
- Assisting apprentices and trainees to complete the application; and
- Forwarding the application to [nasp@skills.tas.gov.au](mailto:nasp@skills.tas.gov.au)

## 9. Program Budget

Funding of \$400,000 has been committed to this Program.

Allocation of Program funding will be closely monitored by Skills Tasmania.

If the funding is close to becoming exhausted, a review of the Program will occur and a decision made regarding continuing the Program or closing it to new applications.

Skills Tasmania will update the information on its website, and inform ANPs and industry organisations of any changes to the Program, as soon as practicable.

## 10. Withdrawal of Program

Skills Tasmania has a responsibility to ensure the management of Program funds.

This Program may be withdrawn at any time.

If the Program is withdrawn, payment of the scholarship will still be honoured for all applications that have been previously approved by Skills Tasmania. This is provided that the applicant meets and continues to meet the eligibility criteria at the time the payment falls due.

## 11. Application and Assessment

### 11.1 Application and Assessment Process

Apprentices and trainees who wish to apply for this Program should ensure that all eligibility conditions are met prior to completing an application. (As previously mentioned, ANPs can provide apprentices and trainees with relevant information and assistance in relation to the Program as part of their process for completing a training contract sign up).

Eligibility for the Program will be assessed by Skills Tasmania against the criteria at Section 3 on the basis of the information provided on the application lodged by the applicant. This information may be verified against various data sources, including the Australian Business Register.

Where mandatory criteria are not met, the application will be deemed ineligible and will not be approved for funding.

Skills Tasmania aims to process applications, and notify the applicant in writing regarding the approval or otherwise of an application, within 45 days of receipt.

Skills Tasmania, will determine the eligibility of each application for the Program.

Skills Tasmania may open future rounds, however those rounds may be subject to the same or different criteria.

### 11.2 Application Form

Applications will be received via an approved application form and must be emailed to [nasp@skills.tas.gov.au](mailto:nasp@skills.tas.gov.au)



For any further questions please email: [nasp@skills.tas.gov.au](mailto:nasp@skills.tas.gov.au)

### 11.3 Submitting an Application

For an application to be considered, it must be lodged with Skills Tasmania whilst the Program is active, and meet the following requirements:

- 11.3.1 Each application must be submitted on the Application for New Apprenticeship Scholarships Pilot form and emailed to [nasp@skills.tas.gov.au](mailto:nasp@skills.tas.gov.au) . This can be lodged by the apprentice/ trainee or the ANP on behalf of the apprentice or trainee.
- 11.3.2 It is the apprentice or trainee's responsibility to ensure the application has been lodged and received by Skills Tasmania. This includes where the application has been lodged by the ANP on the apprentice or trainee's behalf. Evidence of lodgement should be sought from the ANP in the first instance.

This Program may be withdrawn at any time. Applications lodged with Skills Tasmania after the Program has been withdrawn will not be eligible for the scholarship.

### 11.4 Relevant Legislation and Policies

Skills Tasmania will respect the privacy and confidentiality of any application information directly related to the business activities of the employer and/ or applicant applying for funding under this Program.

Underpinning all Tasmanian Government grants is *Treasurer's Instruction 709: Grants Management Framework* (TI709). An overview of TI 709 is provided at <http://www.treasury.tas.gov.au/Documents/FMTI-0709.PDF> .

The Department of State Growth disburses public funds and is therefore accountable for the distribution of those funds. As part of the accountability process, the Department will publicise the level of its financial assistance including the terms and conditions of that financial assistance.

Management of personal information is in accordance with the [Personal Information Protection Act 2004 \(Tasmania\)](#) and the [Privacy Act 1988 \(Commonwealth\)](#). Information provided to Skills Tasmania is subject to the provisions of the [Right to Information Act 2009 \(Tasmania\)](#), and may – where appropriate – be disclosed in accordance with this Act.

For an apprenticeship or traineeship to be registered in Tasmania, it must meet the requirements of the national training contract, the *Training and Workforce Development Act 2013*, (found [here](#) on [www.thelaw.tas.gov.au](http://www.thelaw.tas.gov.au)) and the Tasmanian Traineeships and Apprenticeships Committee (TTAC) Policies and Guidelines (found at Skills Tasmania [TTAC](#))

## [12. Arrangements for Successful Applicants](#)

### 12.1 Grant Agreement

In order to receive payment of the scholarship, all approved applicants are required to enter into a grant agreement with the Department of State Growth (Skills Tasmania), on behalf of the Crown in Right of Tasmania. The grant agreement sets out the obligations of both parties including the conditions of eligibility, and terms for acceptance and payment of the scholarship. The approved applicant should read the grant agreement and understand their obligations, rights and responsibilities under the grant prior to signing the agreement.

The Grant Agreement must be validly executed by both parties before payment can be made under the Program. Approval of an application under this Program does not commit the Department of State Growth to any future financial assistance under this or any other program.

### 12.2 Payment of the Scholarship

The maximum scholarship payable to approved applicants is \$2,000 employed in a full-time apprenticeship or traineeship, and \$1,000 employed on a part-time apprenticeship or traineeship.

Full-time and part-time employment conditions are defined by the industrial arrangement under which the apprentice or trainee is employed and as specified on the apprentice or trainee's registered training contract.

The scholarship will be paid to approved applicants in one payment.

The grant payment is payable upon completion of the probation period of the registered training contract of the apprentice or trainee (once the employment status of the apprentice or trainee has been confirmed). A grant agreement will be forwarded to the apprentice or trainee within 28 days of the date the scholarship payment falls due. The scholarship payment will be paid by the Department of State Growth (Skills Tasmania) upon return of:

- the signed grant agreement, completed to the satisfaction of Skills Tasmania;

- a completed copy of the Payment Claim letter, sent out by Skills Tasmania, including bank account details; and
- a compliant payslip identifying that the apprentice or trainee was employed at the time that the payment was due.

Payment of the scholarship will be made via electronic funds transfer to the account nominated by the applicant.

### 13. Conditions of Payment

The apprentice or trainee is required to continue to meet all of the eligibility criteria at the time payment is due in order to receive payment.

All TTAC policies and guidelines must also be met, including the minimum and maximum hours requirements for each type of training contract. Payment will only be made where Skills Tasmania has no concerns in relation to the training contract and there are no known issues between the employer and the apprentice or trainee.

Where an apprentice or trainee changes employment status from full-time to part-time, or part-time to full-time while their training contract is active, the applicant will receive the scholarship amount that is applicable to the employment status that has been in place for the majority of the training contract probation period. This will be calculated as at the date the payment is due.

Where an apprentice or trainee completes their qualification prior to the scholarship payment being payable, the apprentice or trainee will still be eligible to receive the scholarship payment provided the apprentice or trainee was employed by the employer as an apprentice or trainee when they completed the qualification. This will also require Skills Tasmania to have confirmation from the registered training organisation (RTO) that the apprentice or trainee has successfully completed their qualification.

Where a scholarship payment has been made and it is subsequently confirmed that the payment was paid based on incorrect information provided by the apprentice or trainee, Skills Tasmania reserves the right to recover the scholarship amount that has been paid.

### 14. Withdrawal of Scholarship

Once awarded, Skills Tasmania may withdraw the scholarship at any time before or after issuing if the scholarship conditions or Grant Agreement obligations are not met. These include:

- that approval was based on misleading or incorrect information provided in the application or associated documentation.
- there are material changes to an application – within or beyond the applicant’s control – that would significantly alter the assessment.
- the approved applicant is unresponsive to contact from Skills Tasmania regarding their application for the Program on at least three occasions.
- Skills Tasmania is unable to gain sufficient information to progress the Grant Agreement.

If a payment has been made, Skills Tasmania has the option of seeking the return of the funds. If a scholarship payment has not yet been made, approval for the scholarship may be withdrawn.

## 15. Goods and Services Tax

Each scholarship payment amount of \$1,000 or \$2,000 is exempt of GST.

Grant payments may or may not be taxable depending on an individual’s circumstances. Therefore grant recipients should seek independent financial advice to check whether this grant is a taxable item.