

*\*\*Updated 26/05/2020\*\**

## CTF COVID Support FAQs

1. *One off \$2,000 Covid Support Grant*
2. *Monthly Support payments*
3. *Apprentice training subsidy of \$1,000*

*Please ensure you update your details in your WAAMS Portal which is administered by the Department of Training and Workforce Development.*

### 1) **Who can claim?**

- \$2,000 Covid grant - **Employers including Group Training Organisations.**
- Monthly instalments - **Employers including Group Training Organisations.**
- Apprentice \$1,000 subsidy - **Whoever paid for the completed training.**

### 2) **Am I eligible? \*\*Updated 26/05/2020\*\***

Have you received one of CTF's ordinary Direct Indenture Grants for this apprentice prior to 23 April 2020?

- **Yes** – Then you're immediately eligible and should've received an email from CTF (check your junk folder as well).
- **No** – Did your apprentice commence with you before 23 April 2020?
  - **Yes** – Register your intention to claim [HERE](#) before 30 June 2020.
  - **No** – Ordinary grants may be available, no additional COVID support payments will be available.

\$1000 apprentice training support eligibility addressed at point 13

\*Please refer to Section 3 of our [Guidelines](#) for general eligibility criteria.

### 3) **Do I need to register?**

The CTF COVID support package payments are available without registration if you have already received an Apprenticeship Support Grant from CTF for that apprentice prior to 23 April 2020.

You will need to register through this [FORM](#) if your apprentice commenced before 23 April 2020, but you have never claimed CTF's ordinary apprenticeship support for that apprentice.

\*Please refer to Section 3 of our [Guidelines](#) for general eligibility criteria.

**4) How do I find out if I am eligible?**

In most cases CTF will contact you if you are eligible. Please contact us if you think you may be eligible but have not received contact.

**5) What is the waiting period?**

Apprentices must have completed at least six months continuous employment. Same as when our ordinary Direct Indenture Claims becomes available.

**6) I have received funding from CTF for my apprentice but not heard anything regarding about the CTF COVID support.**

- Ensure you keep your contact details up to date in your WAAMS Portal.
- Remember CTF manage your Direct Indenture grants and your Commonwealth incentives are managed by your [Australian Apprentice Support Network Provider](#).

**7) Can I claim the CTF COVID support payment for more than one apprentice?**

Yes provided you meet the general eligibility criteria and have commenced your apprentice prior to 23 April 2020.

**8) Does the CTF COVID support payment replace CTF's ordinary funding.**

No. CTF Direct Indenture Grants are in addition to the Covid support package.

**9) When does the \$2,000 one off payment begin?**

From the 24 April 2020 CTF will start making contact with eligible employers whose apprentices commenced prior to 23 April 2020.

If the apprentice is yet to reach six months of continuous employment, please register [HERE](#) before 30 June 2020 and wait until the apprentice reaches six months before claiming.

**10) When do the monthly payments begin?**

CTF will start contacting employers late May. Payments will commence after 1 June and be backdated from the 1 April 2020 with the first instalment balancing the arrears.

If the apprentice is yet to reach six months of continuous employment, please register [HERE](#) before 30 June 2020 and wait until the apprentice reaches six months before claiming.

**11) Why is the COVID support funding only available to those who have an apprentice commencing prior to 23 April 2020**

CTF has limited resources to support the construction workforce.

**12) How is the \$1,000 apprentice short course subsidy claimed?**

Login to the CTF Portal at top right of the [www.ctf.wa.gov.au](http://www.ctf.wa.gov.au) website. Payment will be made to the person who incurred the cost for the training.

**13) The \$1,000 apprentice training subsidy applies to who?**

Apprentices whose employers have already received, or are likely to receive, the normal apprenticeship support grant from **CTF on or prior to 23 April 2021**. This includes apprentices employed through Group Training Organisations.

**14) Is the \$1,000 apprentice training subsidy separate to the usual 70-80% CTF Supplementary Skills subsidy?**

Yes. Once you have received \$1,000 from CTF as 100% reimbursement for training courses you complete, any additional short courses will be subsidised at the regular rates. Whoever pays upfront can then seek reimbursement through the [www.ctf.wa.gov.au](http://www.ctf.wa.gov.au) claim portal.

*Note to bulk billing RTOs: This funding cannot be claimed through bulk billing arrangements.*

**15) Where else can I get assistance to help retain my apprentice?**

Ask the [Australian Apprentice Support Network Provider](#) who you engaged to sign up your apprentice;

1. MEGT
2. The Apprenticeship Community
3. Apprenticeship Support Australia

You can also contact [Jobs & Skills WA](#) to see if you are eligible to claim through them.

*Disclaimer: this document does not bind CTF and should be viewed as a mere quick reference. CTF retains funding discretion subject only to the enabling ACTs.*