

Summary Matrix - Incentives and wage subsidies for employers of apprentices and trainees

The table below provides a summary of the financial support available for employers of apprentices and trainees as at 27 October 2020. For the most up to date information, please follow the web links provided.

| State Government incentives and subsidies | | | |
|--|--|--|--|
| Incentive/Wage subsidy | Eligibility | Description | Claiming the incentive |
| <p>Jobs and Skills WA Employer Incentive</p> <p>Provides financial assistance to Western Australian businesses who employ an apprentice or new entrant trainee.</p> <p>jobsandskills.wa.gov.au/employerincentive</p> | <p>Employers who are eligible to access the employer incentive are:</p> <ul style="list-style-type: none"> employers of new entrant trainees. employers of apprentices below the current payroll tax threshold. group training organisations (GTOs); not currently receiving a CTF grant. Local Government and Government Trading Enterprises (GTEs); and not for profit organisations. | <p>Incentive payments may be made up of two parts:</p> <ul style="list-style-type: none"> a base payment that is calculated on the nominal term of the apprenticeship or traineeship; and additional loadings which provide higher payments for training that is identified as a State priority or training for priority groups, such as Aboriginal apprentices/trainees, apprentices/trainees with a disability, apprentices/trainees living in regional areas, or mature aged apprentices/trainees (aged 21—30). | <p>Eligible employers can claim incentive payments at the:</p> <ul style="list-style-type: none"> commencement of an apprenticeship/traineeship mid-point of the nominal duration of an apprenticeship; and completion of the apprenticeship/traineeship <p>Claims for Incentive payments are made through the Western Australian Apprenticeship Management System (WAAMS).</p> |
| <p>Apprenticeship and Traineeship Reengagement Incentive</p> <p>Provides financial assistance to Western Australian businesses who reengage an apprentice or trainee whose training contract was terminated or cancelled by a previous employer on or after 1 March 2020 and on or before 30 June 2021.</p> <p>jobsandskills.wa.gov.au/reengagementincentive</p> | <p>Employers (including GTOs) are eligible to receive the Reengagement Incentive provided that:</p> <ul style="list-style-type: none"> the business is not a State or Commonwealth Government agency; and the business is a WA employer; the employer (including WA businesses operating in other jurisdictions) has an active training contract for the apprentice or trainee registered with the Department of Training and Workforce Development Apprenticeship Office; and the commencement date of employment of the apprentice or trainee is between 1 July 2020 and 30 June 2021; the apprentice or trainee resides in Western Australia. The Indian Ocean Territories are included for the purpose of the Reengagement Incentive; and the apprentice or trainee has passed the relevant probation period or completed the training contract, with the new employer. <p>Local Government, Government Trading Enterprises and not for profit organisations are also eligible to access the Reengagement Incentive.</p> | <p>Eligible employers will receive a one-off payment of:</p> <ul style="list-style-type: none"> \$6,000 for apprentices; and \$3,000 for trainees. | <p>Employers who have re-engaged an apprentice or trainee who was terminated by a previous employer; will be contacted by Apprenticeship Office, after the apprentice or trainee has passed through the probation period.</p> <p>Eligible employers will be required to provide the following.</p> <ul style="list-style-type: none"> Confirmation that a training plan has been signed by the employer, apprentice/trainee (and parent/guardian where applicable) and the nominated RTO The apprentice or trainee's most recent payslip confirming that the apprentice or trainee continues to be employed past the expiry of the probation period. |

State Government incentives and subsidies

| Incentive/Wage subsidy | Eligibility | Description | Claiming the incentive |
|--|---|---|---|
| <p>Construction Training Fund (CTF)</p> <p>The CTF supports employers to reduce the cost of employing an apprentice or trainee in a range of building and construction occupations in Western Australia, through the provision of grant payments.</p> <p>ctf.wa.gov.au</p> | <p>Employers who employ apprentices in a range of Certificate II and III qualifications from the following training packages, who have an active training contract registered with Apprenticeship Office, who reside in WA, and who work primarily on-site in the construction industry, are eligible to receive a CTF grant.</p> <ul style="list-style-type: none"> • CPC Construction, Plumbing and Services • RII Resources and Infrastructure Industry • UEE Electrotechnology • MEM Manufacturing and Engineering • MSM/LMF Manufacturing • UEG Gas Industry | <p>CTF grants may be made up of two parts:</p> <ul style="list-style-type: none"> • base grant that is dependent on the apprenticeship/traineeship qualification; and • Bonus payments for regional apprentices/trainees, Pre-apprenticeship holding apprentices, women, Indigenous people, and apprentices over the age of 21. | <p>CTF grants are paid in instalments.</p> <ul style="list-style-type: none"> • First instalment – Successful completion of probation and six months of continuous, full-time employment with a single employer • Second instalment – Halfway point of the apprenticeship/traineeship • Final instalment – Successful completion of the apprenticeship/traineeship • Part time apprentice's commencement payment falls at 9 months. <p>All claims for grants by employers must be made directly to CTF information can be found via the ctf.wa.gov.au website.</p> |
| <p>Western Australian Group Training Program (WAGTP)</p> <p>Incentives for group training organisations (GTOs) to employ and support apprentices and trainees in various priority areas.</p> | <p>Available to organisations registered as a GTO in WA who employ apprentices or trainees from one or more of the following categories.</p> <ul style="list-style-type: none"> • Aboriginal person • Persons with a disability • Women in non-traditional trades • School-based apprentices and trainees • Apprentices and trainees residing in regional and /or remote parts of the State. | <p>Incentive payments are paid quarterly for commencement, midpoint (apprentices only) and completion milestones.</p> <p>Payment information is extracted from the Western Australian Apprentice Management System (WAAMS).</p> | <p>GTOs must enter into a WAGTP contract with the Department who will calculate, report and arrange payment of the incentive.</p> |
| <p>Travel and Accommodation Allowance (TAA)</p> <p>Financial assistance to apprentices who are required to travel long-distance to attend off the job training.</p> <p>The TAA is a financial contribution to assist with apprentice's travel and accommodation expenses.</p> | <p>An apprentice is eligible for either:</p> <ul style="list-style-type: none"> • the travel allowance — if the round trip is between 71 and 199 kilometres; or • the travel and accommodation allowance — if the travel is 200 kilometres or more. <p>The apprentice must:</p> <ul style="list-style-type: none"> • be a resident in WA. • have an active training contract. • be attending the nearest registered training provider; and • be engaged in off the job training which is funded by the Department. | <p>Travel subsidies are paid as follows.</p> <ul style="list-style-type: none"> • 17 cents per kilometre for travel in a private vehicle; or • The full cost of public transport in a bus or train if the travel is between 70- and 1200-kilometres round trip; or • A return economy airfare if the travel is 1200 or more kilometres round trip <p>Accommodation assistance is provided at \$70 per night below the 26th parallel and \$110 per night above the 26th parallel.</p> | <p>An apprentice or employer must make a claim within 60 days of the last day of training using the prescribed form which can be located at dtwd.wa.gov.au/about-us#legislative-framework-policies-and-guidelines.</p> |

Commonwealth Government incentives and subsidies

| Incentive/Wage subsidy | Eligibility | Description | Claiming the incentive |
|---|---|---|--|
| <p>Supporting Apprentices and Trainees Wage Subsidy (incorporating JobTrainer funding as of 1 July 2020)</p> <p>Provides a wage subsidy to small businesses (including those using a GTO) to support the retention of their existing apprentices and trainees; and to employers of any size (including a GTO) if they reengage an apprentice or trainee that has been displaced from a small business.</p> <p>australianapprenticeships.gov.au/aus-employer-incentives</p> | <p>Small businesses may be eligible if:</p> <ul style="list-style-type: none"> they employ fewer than 20 employees; or they employ fewer than 20 employees, using a group training organisation: and the apprentice or trainee was undertaking an apprenticeship or traineeship on or after 1 July 2020 (Claims prior to 1 July 2020, will continue to be based on the original 1 March 2020 eligibility date for this subsidy). <p>Medium sized businesses may be eligible if:</p> <ul style="list-style-type: none"> they employ 199 people or fewer; or they employ 199 people or fewer, using a group training organisation: and the apprentice or trainee was undertaking an apprenticeship or traineeship on or after 1 July 2020 (Claims prior to 1 July 2020, will continue to be based on the original 1 March 2020 eligibility date for this subsidy). <p>Any employer (including all small, medium or large businesses or group training organisations) who re-engages an apprentice or trainee who has been displaced from an eligible small or medium business may also be eligible for the subsidy.</p> | <p>Eligible employers will receive assistance in the form of a wage subsidy reimbursed in arrears at 50 per cent of the apprentice's or trainee's wage, up to a maximum of \$7,000 per quarter/\$28,000 per year.</p> <p>The wage subsidy will be available from 1 July 2020 to 31 March 2021.</p> <p>Claims from 1 March 2020 (ie under the initial funding start date) will still be eligible.</p> <p>No new starters.</p> | <p>Employers will be able to access the subsidy after an eligibility assessment is undertaken by an Australian Apprenticeships Support Network (AASN) provider and following submission of a claim form and other supporting documentation by the employer.</p> <p>Claims from small businesses are now open, while claims from medium sized businesses will open on 1 October 2020.</p> <p>Final claims for payment must be lodged by 30 June 2021.</p> |
| <p>Boosting Apprenticeship Commencements</p> <p>To assist with the recovery from the impact of COVID-19, the Australian Government is providing support to all employers who engage a new Australian Apprentice. The \$1.2 billion Boosting Apprenticeship Commencements wage subsidy will support businesses and Group Training Organisations to take on new apprentices and trainees, to build a pipeline of skilled workers to support sustained economic recovery.</p> | <p>This assistance will support 100,000 new apprentices across Australia, and is in addition to the Supporting Apprentices and Trainees wage subsidy which is helping small and medium businesses to keep their apprentices and trainees in work and training.</p> | <p>Any businesses or Group Training Organisation that engages an Australian Apprentice on or after 5 October 2020 may be eligible for a subsidy of 50 per cent of wages paid to an apprentice between 5 October 2020 and 30 September 2021, to a maximum of \$7,000 per quarter.</p> | <p>Employers will be able to access the subsidy after an eligibility assessment is undertaken by an Australian Apprenticeships Support Network (AASN) provider and following submission of a claim form and other supporting documentation by the employer.</p> <p>For more information read the Boosting Apprenticeships Commencements fact sheet.</p> |

| | | | |
|---|--|--|--|
| <p>Additional Identified Skills Shortage (AISS) Payment</p> <p>Payment available to eligible apprentices and their employers, in 10 occupations experiencing skills shortages.</p> <p>australianapprenticeships.gov.au/aus-employer-incentives</p> | <p>For an apprentice and their employer to be eligible for the AISS payment, the apprentice must be new to the employer, commencing a Certificate III or IV level qualification leading to one of the 10 targeted occupations.</p> <p>Existing workers and their employers are not eligible for the AISS payment. Employers will only be eligible to claim the AISS payment for apprentices that qualify as being additional – that is, over and above the employer’s usual apprentice intake.</p> | <p>Eligible employers of Australian Apprentices will also receive \$2,000 at the 12-month point from the commencement of the apprenticeship and an additional \$2,000 at completion of the apprenticeship.</p> <p>These payments will be administered under the Australian Apprenticeships Incentives Program, and are additional to any payments the apprentice or employer may be eligible for under existing Australian Government programs.</p> | <p>Australian Apprenticeship Support Network (AASN) providers are contracted by the Australian Government to administer the AISS payments as part of the Australian Apprenticeships Incentives Program.</p> <p>Your AASN provider will be able to determine eligibility for the AISS initiative and assist with making a claim.</p> |
| <p>Support for Adult Australian Apprentices (SAAA) Incentive</p> <p>Payment to encourage upskilling of adult workers through Australian Apprenticeships.</p> <p>australianapprenticeships.gov.au/aus-employer-incentives</p> | <p>An employer of an adult Australian Apprentice may be eligible to attract the SAAA payment where the Australian Apprentice is:</p> <ul style="list-style-type: none"> undertaking a full time or part time Certificate III or IV qualification that leads to an occupation listed on the National Skills Needs List at the date of commencement or recommencement; and in receipt of an ‘actual wage’ paid by the employer at the date of commencement or recommencement which is equal to or greater than the National Minimum Wage (as defined and set by the Fair Work Commissioner). <p>To qualify as an ‘adult’, the Australian Apprentice must be:</p> <ul style="list-style-type: none"> aged 21 years or older, if the apprentice commenced on or after 1 July 2019; or aged 25 years or older, if the apprentice commenced prior to 1 July 2019. | <p>The Support for Adult Australian Apprentices (SAAA) incentive is a payment of \$4,000 to an eligible employer of an adult Australian Apprentice once the apprentice has successfully completed 12 months of training.</p> | <p>Australian Apprenticeship Support Network (AASN) providers are contracted by the Australian Government to administer the SAAA initiative payments as part of the Australian Apprenticeships Incentives Programme.</p> <p>Your AASN provider will be able to determine eligibility for the SAAA initiative and assist with making a claim.</p> |
| <p>Standard Australian Apprentice Support Scheme</p> | <p>The State Training Authority has registered the Australian Apprenticeship with your organisation and the relevant State Training Authority probationary period has been met.</p> <p>The Australian Apprentice has continued to be employed as an Australian Apprentice for the duration of the waiting period, which is three months from the date of commencement. Australian Government Incentives do not apply if the Australian Apprentice leaves your organisation or completes his/her Australian Apprenticeship before the three month waiting period has been completed.</p> <p>A suitably qualified person is available to supervise the Australian Apprentice and assist with on the job training.</p> <p>https://moos.scos.com.au/index.php?controller=attachment&id_attachment=1478&id_product=2357</p> | <p>Depending on your eligibility, you may be able to claim:</p> <ul style="list-style-type: none"> \$4,000* per apprentice or trainee in Standard Incentives, plus potentially \$4,000* per apprentice aged 21 and over undertaking a Certificate III or IV on the National Skills Needs List[^], plus potentially \$4,000 per apprentice in an area of Additional Identified Skills Shortage† \$3,000* per apprentice undertaking Certificate II in Declared Drought Areas, plus potentially \$1,500* per 45 years or older apprentice, plus potentially \$1,500* per Australian School-based Apprentice, plus potentially \$1,000* per apprentice in a Rural or Regional area undertaking a Certificate III or IV on the National Skills Needs List[^] | <p>Employers will be able to access the subsidy after an eligibility assessment is undertaken by an Australian Apprenticeships Support Network (AASN) provider and following submission of a claim form and other supporting documentation by the employer.</p> <p>[^]The National Skills Needs List identifies traditional trades that are identified as experiencing a national skills shortage. The full list can be found here.</p> <p>†The Additional Identified Skills Shortage list identifies additional industry sectors experiencing a national skills shortage. The full list can be found here.</p> |

| Construction Training Fund (CTF) grants | | | |
|---|---|--|--|
| Direct Indenture Grants | Eligibility | Description | Claiming the incentive |
| <p>Construction Training Fund (CTF)</p> <p>The CTF supports employers to reduce the cost of employing an apprentice or trainee in a range of building and construction occupations in Western Australia, through the provision of grant payments.</p> <p>ctf.wa.gov.au</p> | <p>Eligibility for CTF grants, subsidies and additional benefits is dependent on an individual's or company's ability to demonstrate primary and substantial, direct involvement on relevant projects in Western Australia's construction industry, specifically in on-site construction, installation and/or fabrication activities.</p> <p>Apprentices/trainees must be employed under training contract arrangements that are registered with the Department of Training and Workforce Development (DTWD) and have an "active" status.</p> <p>The grant for employers is intended to defray the costs incurred by the employment and training of an apprentice during the term of the training contract. A list of the qualifications recognised and the grant amounts available to employers is listed in Appendix A at the end of this the levy and disbursement guidelines available on the CTF website at ctf.wa.gov.au</p> | <p><u>Base grant:</u> CPC Trades - \$10,000 Non-CPC Trades - \$ 8,000</p> <p><u>Loadings:</u> Trade Bonus - \$1,000 - \$4,000 Mature age female - \$500 - \$2,000 Indigenous apprentice – additional \$30% of the base grant</p> <ul style="list-style-type: none"> Regional loading – 10-20% <p>See guidelines for payment structure</p> | <p>. CTF grants are paid in instalments.</p> <ul style="list-style-type: none"> First instalment – Successful completion of probation and six months of continuous, full-time employment with a single employer Second instalment – Halfway point of the apprenticeship/traineeship Final instalment – Successful completion of the apprenticeship/traineeship Part time apprentice's commencement payment falls at 9 months. <p>All claims for grants by employers must be made directly to CTF, information can be found via the ctf.wa.gov.au website.</p> |
| <p>CTF COVID Support</p> <p>In recognition of a need to sustain a pipeline of qualified trades workers in the building and construction industry, the State Government has injected funding to assist employers to maintain existing apprentices.</p> <p>In addition, funding has been made available for apprentices to undertake short courses during the downturn resulting from the pandemic</p> | <p>Employer Grants</p> <ul style="list-style-type: none"> No new employers will be eligible for this incentive, only existing employers of apprentices; The training contract must have been commenced prior to 23 April 2020. Apprentice Training Short Course Training Subsidy The training must be outside the Apprentice or Trainee's training listed in the training plan related to the training contract Can be used over several courses until cap is reached Cannot be combined with normal short course funding Not already receiving the ordinary short course subsidy (discussed below) | <p>Employer Grants</p> <ul style="list-style-type: none"> One off \$2,000 Between \$250-500 each month to eligible employers between April and September 2020 Apprentice Training Short Course Training Subsidy \$1,000 covering 100% of apprentices short course training until \$1000 cap is reached. | <p>If your apprentice commenced before the cut-off date 23/04/2020, you will be contacted via email. if you feel you may have missed the email or changed your details, contact CTF directly.</p> <p>Information can be found via the ctf.wa.gov.au website.</p> |

| | | | |
|---|--|---|---|
| <p>Other Funding available Short Course Funding The CTF Supplementary Skills and Occupational Health and Safety Programs provide subsidies to eligible construction industry workers (including apprentices and trainees) who successfully complete training in a range of short training courses to obtain or upgrade the skills essential for their work role.</p> | <p>Eligibility for CTF grants, subsidies and additional benefits is dependent on an individual's or company's ability to demonstrate primary and substantial, direct involvement on relevant projects in Western Australia's construction industry, specifically in on-site construction, installation and/or fabrication activities The CTF Supplementary Skills and Occupational Health and Safety Programs provide subsidies to eligible construction industry workers (including apprentices and trainees) who successfully complete training in a range of short training courses to obtain or upgrade the skills essential for their work role.</p> | <p>Metro \$31p/h up to \$248 (8hs)per day, OR 70% or the course cost (Whichever is lower) Capped at \$1300</p> <p>Regional \$34p/h up to \$272 (8hs) per day, OR 80% or the course cost (Whichever is lower) Capped at \$1700</p> | <p>Claims can be made through contracted "Bulk Billing" training providers or through the CTF portal found on the website. Information can be found via the ctf.wa.gov.au website.</p> |
| <p>Accommodation Allowance Apprentices are paid an accommodation allowance for scenarios where they are required to travel from their usual place of residence to attend training.</p> | <ul style="list-style-type: none"> • 200km round trip • Must be receiving like funding from the DTWD. • Employers of Apprentices eligible for Direct Indenture Grants | <p>\$70 per night capped at \$1,400p/a</p> | <p>Contact CTF directly; Information can be found via the ctf.wa.gov.au website.</p> |

The Commonwealth incentives included here are part of the *Australian Apprenticeships Incentives Program* available to eligible employers and/or apprentices/trainees. [A summary of the Australian Apprenticeships Incentives Program can be found here.](#)

Updated date: 27 October 2020

Document accuracy uncontrolled once circulated/printed. This document includes summary information for convenience. It is your responsibility to ensure its currency by checking with the authority managing each source of funding.