

## ABOUT THE PROGRAM

The *Boosting Apprenticeship Commencements* (BAC) wage subsidy initiative is part of the Federal Government's COVID-19 response to assist with the recovery from the impact of the pandemic. The *Boosting Apprenticeship Commencements* measure aims to encourage employers of any size or industry, Australia-wide, to take on new Apprentices and Trainees, building a pipeline of skilled workers to support sustained economic recovery.

## EMPLOYER BENEFITS

Through the *Boosting Apprenticeship Commencements* wage subsidy, any business that engages an Australian Apprentice or Trainee before 31<sup>st</sup> March 2022 may be eligible for a subsidy of 50% of wages paid to a new or recommencing Apprentice or Trainee for a 12-month period from the date of commencement to a maximum of \$7,000 per quarter. There is no cap on the number of eligible Apprentices and or Trainees.

In addition, a Fresh Start Education representative will outline potential [Apprentice or Trainee Payroll Tax](#) exemptions and [WorkCover Premium Savings](#). *Boosting Apprenticeship Commencements* wage subsidy is in addition to other payments available to employers under the Australian Apprenticeships Incentives Program, subject to eligibility criteria being met. Please be advised that this subsidy is **not** available for any Apprentice or Trainee that is receiving any other form of Australian Government wage subsidy e.g., [Supporting Apprentices and Trainees](#) or JobKeeper.

Fresh Start Education will facilitate a meeting with an Australian Apprenticeship Support Network (AASN) representative who will confirm employer incentives and entitlements, as well support your Apprentices and/or Trainees through the process.

**IMPORTANT TO NOTE:** An eligible employer must advise the AASN of intent to claim *Boosting Apprenticeship Commencements* using the *Boosting Apprenticeship Commencements Registration Form* during the sign up process of an Apprentice or Trainee. The form will be available from the AASN representative.

## WAGE SUBSIDY ELIGIBILITY REQUIREMENTS

Your business may be eligible for the BAC wage subsidy if:

- You commence or recommence an Apprentice or Trainee before 31<sup>st</sup> March 2022
- Your Apprentice or Trainee is completing a Certificate II or higher-level qualification and has a Training Contract that is formally approved by the relevant *State Training Authority*.

Existing workers may attract the BAC wage subsidy if:

- They are undertaking a qualification listed on the attached *Qualification List*
- The employee switches from casual or part time employment to a full time Apprenticeship or Traineeship.

## TRAINEESHIP ELIGIBILITY REQUIREMENTS

Here are some of the general rules, please make sure you check the state specific requirements below.

To be eligible to receive payments under the Program, your employee must be:

- an Australian citizen; or
- a New Zealand passport holder who has resided in Australia for at least six months; or
- a foreign national with permanent residency status

# EMPLOYER: TRAINEESHIP FACT SHEET



The employee can be **full time or part time** however cannot be any of the following:

- Employed as a casual or contractor
- Sole director of the employer company
- Sole trader
- Majority shareholder in the employer company
- Partner in a Partnership (when the partnership is the employer)
- Trustee of a trust (when the trust is the employer)

**New Worker:** To be eligible for the “New Worker” courses offered by Fresh Start Education, an employee must be employed for less than three (3) months full time or has transitioned from part time to full time or casual to part time or full time.

**Existing Worker:** Trainees retain the wages and employment conditions they had prior to commencing the Traineeship.

IMPORTANT TO NOTE: It is the responsibility of Fresh Start Education and the employer to ensure that the qualification being undertaken directly match the Trainee’s role within the workplace.

## STATE SPECIFIC REQUIREMENTS

### NEW SOUTH WALES

Part time = 15 hours/week averaged over a four (4) week period for the length of the Training Contract.

Senior Managers in executive positions are not eligible.

### NORTHERN TERRITORY

Part time = 15 hours/week averaged over a four (4) week period for the length of the Training Contract.

### QUEENSLAND

Part time = 15 hours/week averaged over a four (4) week period for the length of the Training Contract. The employee can undertake a full time Apprenticeship plus a part time Traineeship, or two (2) part time Apprenticeships or Traineeships with the same employer simultaneously. However please note, care must be taken to ensure that the second Training Contract does not adversely affect the first.

## COURSE FEES

### PAYMENT OF FEES

- Fresh Start Education will only commence the enrolment process upon approval by the relevant State Training Authority
- If the Traineeship is not approved by the State Training Authority **no course fees will be charged.**
- If the Traineeship is approved and you are eligible for the wage subsidy, **course fees will be charged.**
- An invoice will be sent for each employee and will be payable by credit card or bank transfer as per the below:
  - **Instalment 1:** \$750.00 per student upon completion of the Induction conducted by a Trainer & Assessor
  - **Instalment 2:** \$2,500.00 per student upon receipt of the federal incentive received in quarter one (1)
  - **Instalment 3:** Residual balance per student upon receipt of the federal incentive received in quarter two (2). Should a Trainee complete before this time, the balance will be due upon course finalisation. NOTE: The *Certificate of Completion* and *Statement of Attainment* will only be issued after all course fees are paid and course requirements are met.
  - Course fees are 100% tax deductible.

| Available Courses for “New Worker”                              | Course Fee (GST Exempt) |
|---|-------------------------|
| BSB41419 Certificate IV in Work Health & Safety                 | \$ 5,000.00             |
| BSB50120 Diploma of Business                                    | \$ 6,000.00             |
| BSB50420 Diploma of Leadership & Management                     | \$ 6,000.00             |
| BSB50820 Diploma of Project Management                          | \$ 6,000.00             |
| CPC40120 Certificate IV in Building & Construction<br>(NT Only) | \$ 6,000.00             |
| Available Courses for “Existing Worker”                         | Course Fee (GST Exempt) |
| BSB41419 Certificate IV in Work Health & Safety                 | \$ 5,000.00             |
| CPC40120 Certificate IV in Building & Construction<br>(NT Only) | \$ 6,000.00             |

## REFUND POLICY

- Where a student withdraws from a unit of competency that has been commenced however not completed, a proportionate refund will be calculated based on the training paid for and not received.
- Where training has been provided and payment not received, the employer will be required to pay for the portion of training and/or assessment delivered at the time of application for withdrawal.
- If a student withdraws from the course, their Traineeship will be cancelled. The wage subsidy for that employee will also cease as at their cancellation date. To continue to claim the wage subsidy there is an expectation that the student/employee will be completing units towards the qualification.

## HOW TO SUBMIT A WAGE SUBSIDY CLAIM

The following table outlines when employers will be able to submit a claim for the *Boosting Apprenticeship Commencements*:

| Wage Period                        | Date Claims Open |
|------------------------------------|------------------|
| 1 July 2021 to 30 September 2021   | 1 October 2021   |
| 1 October 2021 to 31 December 2021 | 1 January 2022   |
| 1 January 2022 to 31 March 2022    | 1 April 2022     |
| 1 April 2022 to 30 June 2022       | 1 July 2022      |
| 1 July 2022 to 30 September 2022   | 1 October 2022   |
| 1 October 2022 to 31 December 2022 | 1 January 2023   |
| 1 January 2023 to 31 March 2023    | 1 April 2023     |

Please Note: Final claims for payment must be lodged by 30 June 2023.

Your nominated representative will receive a *Claim SmartForm* quarterly from the AASN. To ensure claims are submitted on time, a Fresh Start Education representative will be in contact two (2) weeks prior to your claim date. To ensure you receive a prompt reimbursement and can access the support you need, a Fresh Start Education representative will not only provide the required training evidence (updated *Training Plan* for each Trainee) but guide you through each step of the claim process each quarter.

Payments will be made quarterly in arrears directly into the recipient's nominated bank account.

## STEP 1: TRAINING NEEDS ANALYSIS

Fresh Start Education's *Training Needs Analysis Procedure* is designed to:

- Identify knowledge gaps within your workforce, whilst prioritising training needs determining how best to train and assess, ensuring minimal loss of productivity in the workplace.
- Assess the employers' capacity to provide adequate training arrangements and determine if the ratio of qualified persons to Trainee is satisfactory and within the recommended ratio of Trainees to qualified persons, as outlined in Step 2 below.

# EMPLOYER: TRAINEESHIP FACT SHEET



**ACTION REQUIRED:** Please enter the information required in the *Business Details*, *Qualified Supervisors* and *Trainee Details* worksheets, in the attached *Training Needs Analysis* spreadsheet and return to [operations@freshstart.edu.au](mailto:operations@freshstart.edu.au) at your earliest convenience.

Upon receipt of the *Training Needs Analysis*, Fresh Start Education will:

- Develop a sufficient and ideal Training Proposal for your organisation.
- Submit the completed *Training Needs Analysis* to the nominated AASN who will review and confirm potential employer incentives directly with the employer. Employer is to provide a Fresh Start Education representative of the outcome.
- Request AASN to attend the employer's location to conduct the *Sign Up Process*. Please be advised that the AASN will provide a minimum of 10 business days' notice. All prospective Trainees and a representative from your management team must be in attendance. To assist with the process, a Fresh Start Education representative will also be in attendance.

## STEP 2: PRE-ENROLMENT STAGE

Upon finalising the Training Proposal, Fresh Start Education representative will:

- Arrange a meeting with your nominated representative to discuss relevant pathway options, opportunities, training and assessment methods, timeframes, and realistic outcomes.
- Seek confirmation to proceed by requesting that your nominated representative sign and date the Training Proposal.
- Seek written confirmation from your nominated representative confirming that the qualification aligns with the prospective Trainee's occupational requirements, providing examples of related tasks that the employee carries out in the workplace.
- Complete an *Employer Resource Assessment (ERA)* to confirm that the qualification is relevant to the scope of work undertaken by the employer and Trainee and to verify that your company is able to:
  - a) provide, or arrange to provide, the facilities, range of work, and on-the-job training required under the *Training Plan* for the Trainee
  - b) provide the appropriate supervision
  - c) and discuss matters such as:
    - i. Will the Trainee be able to receive the appropriate supervision and training?
    - ii. Are the facilities and expertise to train the Trainee suitable?
    - iii. Is there an agreement to release the Trainee to attend off-the-job/structured training and/or assessment when/if required?
    - iv. Do the employment and training arrangements comply with current part time and school based criteria if applicable?

Employers must ensure they notify Fresh Start Education if they are no longer able to provide adequate training arrangements. If the employer is no longer capable, Fresh Start Education will ensure alternative arrangements are put in place to address the issue.

NOTE: A qualified Trainer & Assessor will review the completed *Employer Resource Assessment (ERA)* to confirm your capacity to provide the training resources necessary to achieve the outcomes of the *Training Plan*.

- Assess the employer's capacity to provide adequate training arrangements to determine if the Trainee's supervisor (qualified person) can:
  - a) supervise other Apprentices or Trainees at a workplace where the Traineeship is being completed; or
  - b) not supervise any other Trainees at a workplace where the Traineeship is being completed.

The qualified person(s) designated to train the Trainee is required to be engaged in the same workplace and predominately work during the same hours as the Trainee.

IMPORTANT TO NOTE: A copy of the nominated Qualified Supervisor's relevant qualification and/or Skills Assessment must be gathered and attached to the *Record of Contact - Employer Information*.

- Assess the employers' capacity to provide adequate training arrangements and determine if the ratio of qualified persons to Trainee is satisfactory and within the recommended ratio of Trainees to qualified persons. The ratio consists of:
  - a) 1:1 applies to apprentices who have 2 years or less experience
  - b) 2:1 applies to apprentices who have 2 – 5 years' experience
  - c) 4:1 applies to apprentices who have 5+ years' experience

Fresh Start Education may request that the employer provide additional evidence to substantiate a request to exceed the allowable ratio. Additionally, Fresh Start Education may request assistance from the relevant State Training Authority in considering appropriate supervision arrangements.

- Gather prospective Trainee's Drivers Licence, Medicare Card, and copies of previously completed Qualifications and/or Statement of Attainments (SOA). NOTE: It is a requirement for Registered Training Organisations (RTOs) to collect SOAs prior to the commencement of training to allow the results to be verified before Credit Transfers can be issued.

### STEP 3: REGISTRATION OF TRAINEESHIP

- All documents listed in *STEP 2: Pre-Enrolment Stage* will be submitted to the AASN who will then submit the documents to the relevant State Training Authority for review and registration of the Training Contract. This process generally takes 4 to 6 weeks.
- Upon approval, the relevant State Training Authority will provide Fresh Start Education with the Apprentice or Trainee's Registration Number.
- A Fresh Start Education Qualified Trainer & Assessor will make contact with the Apprentices or Trainees Qualified Supervisor to arrange a convenient time to undertake the Initial Induction Process.

### STEP 4: TRAINEE INDUCTION

- At this site visit, a qualified Trainer & Assessor will:
  - a) Outline expectations and obligations by all parties
  - b) Finalise the *Training Plan*. The *Training Plan* outlines the training to be delivered to the Apprentice or Trainee, by the employer and/or Fresh Start Education. This includes planned assessment arrangements. The *Training Plan* must be negotiated and agreed to by the employer, Apprentice or Trainee and Fresh Start Education (the parties to the *Training Plan*). Each Apprentice and Trainee in the workplace will have their own *Training Plan*.
  - c) Finalise Student Enrolment Form
  - d) Provide an overview of the *Fresh Start Education Student Portal*

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- e) Provide overview of the *Student Handbook* including:
  - i. Student Support Services
  - ii. Refund Policy
  - iii. Complaints and Appeals Procedure
  - iv. Training and Assessment Resources
- f) Complete Language, Literacy and Numeracy (LLN) Strategy with employer
- g) Request for student to complete LLN Assessment, if required
- h) Provide overview of Recognition of Prior Learning (RPL) Assessment Procedure and expectations
- i) Provide overview of Training and Assessment services, Resources and confirm regular monthly training sessions.

In closing, Fresh Start Education would like to work with you to address your training requirements. Fresh Start Education will ensure that Training Schedules are contextualised to suit your needs. Additionally, we will provide regular monthly site visits for Trainees and/or employers should they require additional assistance to complete the training.

The Team at Fresh Start Education will assist and guide you, and your Trainee throughout the entire process. We look forward to providing the support necessary to make this a successful and positive developmental experience for your organisation.