



## FREQUENTLY ASKED QUESTIONS

### Fee-free training for displaced apprentices and trainees

#### Who is eligible for fee-free training?

Eligible apprentices and trainees are those whose training contracts are listed as eligible for public funding and are terminated, cancelled or suspended between 1 March and 31 December 2020.

This includes apprentices and trainees training with a private registered training organisation (RTO) not contracted by the Department of Training and Workforce Development (the Department) to deliver publicly funded training.

The Department's Apprenticeship Office will send written notification to apprentices and trainees who have had their training contract terminated, cancelled or suspended since 1 March 2020. The notification includes whether the training contract is eligible for public funding, contract status and relevant contract dates. This information can be compared to the eligibility criteria to determine an apprentice or trainee's eligibility for fee-free training under the initiative.

#### How do I know if I am eligible for fee-free training?

Your termination or suspension notification from Apprenticeship Office will indicate if you are eligible for fee free off the job training along with your termination or suspension date.

#### When does the fee-free training commence?

From 1 July 2020, units of competency in your apprenticeship or traineeship qualification that you commence and complete within your eligible fee-free training period will be course and resource fee-free.

#### How long do I have to continue my training?

You will have up to six months to continue your training.

- If your training contract was terminated, cancelled or suspended between 1 March and 30 June 2020, your eligible fee-free training period will be calculated as six months commencing from 1 July 2020.
- If your training contract was terminated, cancelled or suspended between 1 July and 31 December 2020, your eligible training period is calculated as six months commencing from the "Termination Approval", "Cancellation Approval" or "Suspension Approval" date listed on the Department's system.
- Where your training contract has been *suspended*, training cannot be delivered beyond the expiry date of the training contract, in which case opportunity for fee-free training will be for 6 months or until your contract expiry date, whichever is the lesser.

#### What course and resource fees do I have to pay?

If you are eligible for funding you will **not** be required to pay any course, resource or discretionary fees for units of competence that you commence and complete during your eligible training period.

#### What do I have to do to continue my training?

If you were receiving training from a TAFE college or a private RTO contracted by the Department, please talk to them about your eligibility to continue your training fee-free.

If you were receiving training from a non-contracted RTO and are eligible, you will need to approach a contracted RTO to continue your training. Contact the Apprenticeship Office Helpline on 13 19 54 to identify which publicly funded RTOs (TAFE or private) offers your apprenticeship or traineeship, or contact your local Jobs and Skills Centre on 13 64 64 for assistance to find a training provider.

## What information should I give my RTO?

If you are already being trained by a contracted RTO, you do not need to provide anything. You can continue your current training and commence additional units that can be completed within your eligible training period. If you have to transfer from a non-contracted to a contracted RTO, you should provide them with a copy of the following.

- Termination/cancellation/suspension notification from Apprenticeship Office
- Statement of Academic Record listing all the units that you have commenced in your apprenticeship or traineeship qualification
- Statement of Attainment listing all the units of your qualification that you have successfully completed
- Your latest training plan

Contact your original RTO if you do not have any of the documents detailed above. The Apprenticeship Office can assist you if you are unsure how to contact your RTO.

## How much training can I do?

Your current training plan outlines the training program agreed at the establishment of your apprenticeship or traineeship. This training plan provides a guide to the amount of training you can commence and complete during the eligible training period.

If you are a trainee, and where your RTO is supportive, it is possible to progress your training at a quicker pace than the schedule outlined in your training plan. You should discuss this possibility with your RTO.

## What if I am already doing training as a displaced apprentice or trainee?

If your training contract was terminated, cancelled or suspended between 1 March and 30 June 2020 and you have already undertaken training with a publicly funded RTO (TAFE or private) since being displaced, you will be eligible for course and resource fee-free training for six months from 1 July 2020.

## What if I paid up-front for units that do not commence until after 1 July 2020?

You will be entitled to a refund for these units.

## What happens if I successfully complete all units in my qualifications?

If you are an apprentice you **cannot** complete your qualification outside of an employment-based arrangement, that is, you must be in a training contract with an employer in order to complete your apprenticeship. Your academic transcript will still show the units you completed during the fee-free period.

If you are a trainee you can complete all your training outside a training contract. If you do, you will receive an Australian Qualification Framework (AQF) qualification from the RTO. However, the qualification will not state that it was achieved through a traineeship pathway.

If you do not complete your apprenticeship or traineeship, your RTO will provide you with a Statement of Attainment for units that you successfully completed.

## Further information

If you require additional information please call the Apprenticeship Office Helpline on 13 19 54.