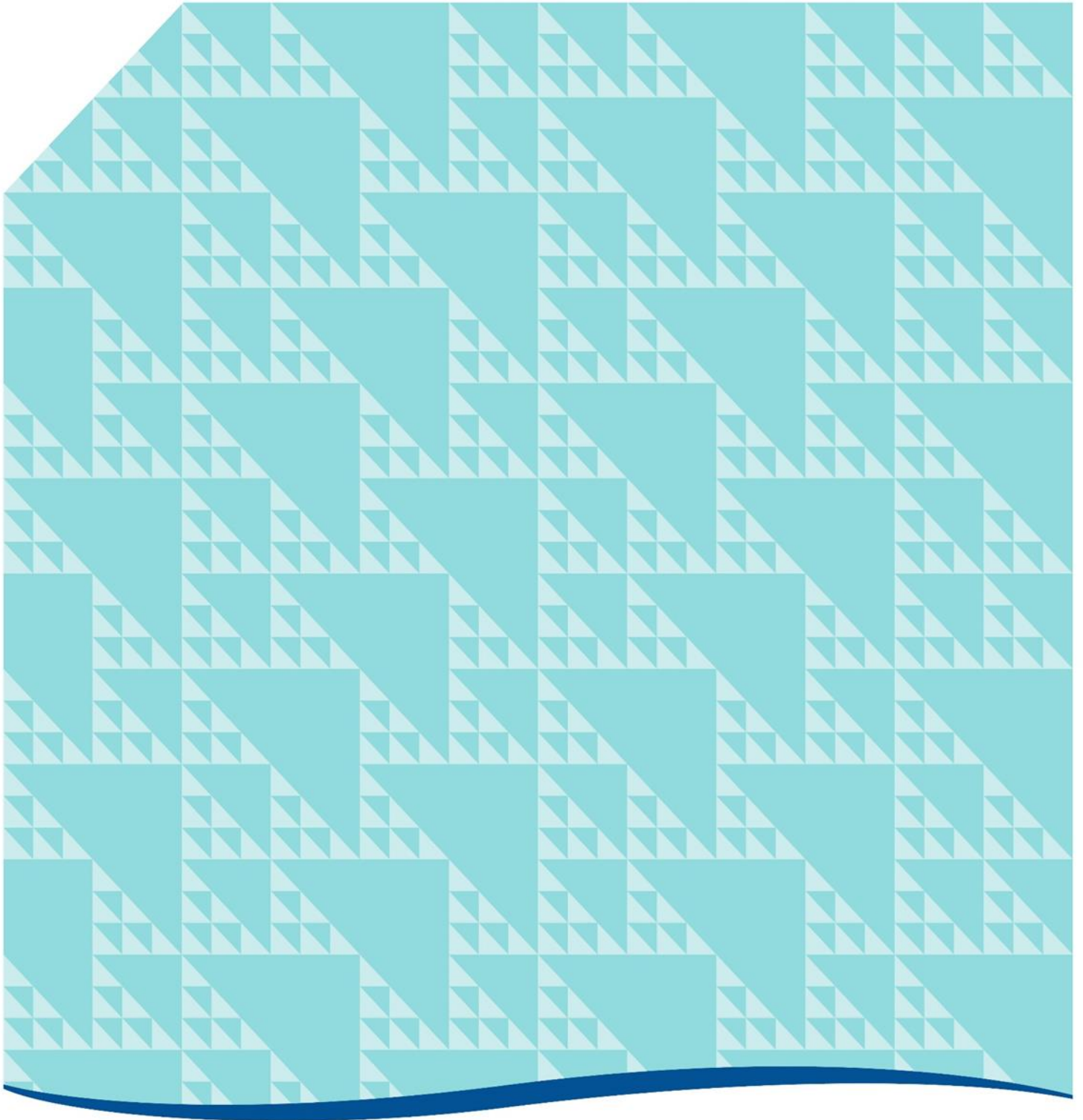


Small Business Grant to support apprentices and trainees program

Guidelines and conditions



Contents

1. Program overview.....	3
2. Program objectives.....	4
3. Open industry sectors.....	5
4. Program Manager	6
4.1 Partner Organisations	6
5. Program Details and Eligibility Requirements.....	7
5.1 Eligibility requirements.....	7
5.2 Program budget	7
5.2.1 Overall budget	7
5.2.2 Subsidy details	7
5.3 Initial program round – 1 July 2017 to 30 June 2019	8
5.4 Who is eligible to apply for the subsidy?	8
5.5 Who is NOT eligible for the subsidy?	9
5.6 Relevant legislation and policies.....	9
6. Application and Assessment	10
6.1 Application process.....	10
6.1.1 Application form.....	10
6.1.2 Submitting your application form - requirements	10
6.2 Assessment & approval process	10
7. Eligibility Criteria	11
8. Arrangements for Successful Applicants.....	12
8.1 Confirmation of successful applications.....	12
8.2 Payments.....	12
8.2.1 Initial payment.....	12
8.2.2 Final payment.....	12
8.3 Goods and Services Tax.....	12
8.4 Withdrawal of Program	12

I. Program overview

The *Small Business Grants to support Apprentices and Trainees program* is a pilot program aimed at increasing the number of apprentices and trainees employed across a range of industries.

The Program complements the Payroll Tax Rebate (Apprentices, Trainees and Youth Employees) Scheme administered by the State Revenue Office, which is aimed at larger employers (see: www.sro.tas.gov.au/PayrollTaxRebateScheme).

Under the Program, employers who are not eligible to claim the Payroll Tax Rebate (*Apprentices, Trainees and Youth Employees*), can apply for a subsidy of up to \$4,000 for each apprentice or trainee they employ from 1 July 2017 onwards.

The Program is also available Group Training Organisations (GTOs) who are not eligible to claim the Payroll Tax Rebate (*Apprentices, Trainees and Youth Employees*).

The Program is targeted at growth areas of the economy, including but not limited to:

- Tourism
- Hospitality
- Health, Disability and Ageing
- Agriculture
- Engineering
- Manufacturing
- Building and Construction
- Digital technologies

The Program assists the State Government's agenda to increase the number of apprentices and trainees in Tasmania employed by small businesses.

2. Program objectives

The Program aims to:

- Increase the number of apprentices and trainees in Tasmania employed by small businesses.
- Provide financial subsidies to small businesses to employ an apprentice or trainee.
- Support growth areas of the economy.
- Provide additional opportunities for people wishing to gain a qualification in their chosen profession under an apprenticeship or traineeship arrangement.

3. Open industry sectors

The Program is targeted at growth areas of the economy, including but not limited to:

- Tourism
- Hospitality
- Health, Disability and Ageing
- Agriculture
- Engineering
- Manufacturing
- Building and Construction
- Digital technologies

4. Program Manager

This Program will be managed by David Dunn, Manager Workforce Development & Training.

The Apprenticeship Network Providers (ANPs) will be instrumental in driving this program as they are the initial point of contact with employers for the training contract process.

The Program Manager will be responsible for:

1. Creating the guidelines for the program.
2. Implementation of the communication strategy for the program.
3. Developing and implementing business systems to manage the program.
4. Ensuring the program is reviewed periodically.

4.1 Partner Organisations

The ANPs will be instrumental in the success of this program. The ANPs are responsible for completing the training contract with both the employer and apprentice/trainee and therefore they will be able to provide the employer with the relevant information regarding the program.

The ANP will:

1. Provide information to eligible small businesses about both the Small Business Grant Program and the Supporting Small Business with Apprentices and trainees support program (see: http://www.skills.tas.gov.au/funding/supporting_small_business).
2. Advise the employer of the broad eligibility criteria of the program (e.g. employing an apprentice/trainee in the relevant industry areas and not eligible to claim the Payroll Tax Rebate (Apprentices, Trainees and Youth Employees)).
3. Provide the employer with the initial application form.
4. Lodge the application form with Skills Tasmania.
5. Encourage small businesses to participate in the Supporting Small Business with Apprentices and Trainees support program which will provide them with business advice, assistance with recruitment and ongoing support for the employer and the apprentice/trainee.

5. Program Details and Eligibility Requirements

5.1 Eligibility requirements

- The apprentice/trainee must have a training contract start date of 1 July 2017 or after.
- The apprentice/trainee must be classified as a new worker on the training contract.
- The employer must not be eligible to claim the Payroll Tax Rebate (Apprentices, Trainees and Youth Employees) administered by the State Revenue Office.
- Where the employee is employed by a GTO and hosted to an employer, the GTO is considered the employer for the purposes of the program. That is, to be eligible for the program, the GTO must not be eligible to claim the Payroll Tax Rebate (Apprentices, Trainees and Youth Employees) administered by the State Revenue Office.
- Eligibility for this program will be confirmed in writing by Skills Tasmania upon assessment of the application form.

5.2 Program budget

5.2.1 Overall budget

The program has been allocated \$2 million over two financial years. This funding will be spread across all industries and will be subject to approval of the employer application for the subsidy.

As the Program has a limited pool of funding, allocation of funding will need to be closely monitored to ensure the Minister is kept informed of the committed figures.

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.

5.2.2 Subsidy details

The subsidy will be paid to the employer in two equal instalments. Employers are able to apply for \$4,000 (2x \$2,000) for each full-time apprentice/trainee and \$2,000 (2x \$1,000) for each part time apprentice/trainee (as defined by the industrial arrangement the apprentice/trainee is employed under) they employ (minimum 15 hours per week averaged over a 4 week period). Employers of school based apprentices/trainees are able to apply for \$2,000 (2x \$1,000) per apprentice/trainee. Employers are required to meet all eligibility criteria in order to be approved for the subsidy.

- Instalment 1 is payable 6 months after the commencement date of the apprentice/trainee training contract.
- Instalment 2 is payable 12 months after the commencement date of the apprentice/trainee training contract. In both cases, the employer must complete the claim form forwarded to them and returned to Skills Tasmania.

If an apprentice/trainee changes employment status (e.g. full-time to part-time, part-time to full-time, school based to part-time or school based to full-time) while their training contract is active, the payment applicable to their employment status at the date the payment is due will apply.

Payments will only be made where there are no concerns by Skills Tasmania in relation to the training contract and no known issues between the employer and apprentice/trainee.

The claim form will be forwarded to the employer within 28 days of the date the subsidy will be payable.

Where an apprentice/trainee completes their qualification prior to the subsidy instalment being payable, the employer will still be eligible to receive any outstanding subsidy instalments upon Skills Tasmania receiving notification of the apprentice/trainee successfully completing their qualification from the RTO.

Where a subsidy instalment has been made to the employer and it is subsequently confirmed that the instalment was paid based on incorrect information provided by the employer, Skills Tasmania reserve the right to recover the amount of the subsidy instalment that was paid.

5.3 Initial program round – 1 July 2017 to 30 June 2019

The Program has a budget of \$2 million to be allocated - \$1 million each financial year.

The program, including its budget, will be closely monitored to ensure it is achieving value for money and the desired outcomes. If the program is withdrawn for any reason, any application already approved but where the subsidy has not been claimed, will still be honoured.

5.4 Who is eligible to apply for the subsidy?

All payments under this program will be made directly to the eligible legal employer of the apprentice/trainee. Eligible employers are:

- Employers who are not eligible to claim the Payroll Tax Rebate (Apprentices, Trainees and Youth Employees) administered by the State Revenue Office.
- GTOs who are not eligible to claim the Payroll Tax Rebate (Apprentices, Trainees and Youth Employees) administered by the State Revenue Office.

5.5 Who is NOT eligible for the subsidy?

The Program is NOT available in the following circumstances:

- Employers who are eligible to claim the Payroll Tax Rebate (Apprentices, Trainees and Youth Employees).
- GTOs who are eligible to claim the Payroll Tax Rebate (Apprentices, Trainees and Youth Employees).
- Where an apprentice/trainee has completed a qualification and is progressing to the next level qualification, and the employer has already previously accessed this grant program for the apprentice or trainee.

5.6 Relevant legislation and policies

Personal information is managed in accordance with the *Personal Information Protection Act 2004*. Information provided to Skills Tasmania is subject to the provisions of the *Right to Information Act 2009*. You can view these Acts in full at www.thelaw.tas.gov.au.

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

Apprenticeships and traineeships must meet the requirements of both the *Training and Workforce Development Act 2013*, (found [here](http://www.the.law.tas.gov.au) on www.the.law.tas.gov.au) and the Tasmanian Traineeships and Apprenticeships Committee (TTAC) Policies and Guidelines (found at <http://www.skills.tas.gov.au/skillstas/systemtas/ttac>).

6. Application and Assessment

6.1 Application process

Employers who wish to apply for the program should ensure that they meet all mandatory eligibility requirements prior to completing their application form. Where mandatory criteria are not met, the application will be deemed ineligible and will not be assessed or considered for funding.

6.1.1 Application form

The application form is available from ANPs and on the Skills Tasmania website.

6.1.2 Submitting your application form - requirements

Applications must meet the following requirements:

- Each application must be submitted on the approved template form and lodged on behalf of the employer by the ANP.
- In the event the ANP does not lodge the application form, the employer may lodge it by submitting it to trainingagreements@skills.tas.gov.au.

6.2 Assessment & approval process

The approval process has a number of checks to ensure relevance to the Program:

- All applications received will be assessed according to the selection criteria.
- Employer details will be verified.
- Apprentice/trainee training contract registration will be confirmed.
- Employers will be notified in writing of the outcome of their application.

7. Eligibility Criteria

The eligibility criteria for the Program are:

Criteria 1 – Employer not liable for payroll tax

To meet this criteria, the legal employer details will be compared with the Department of Treasury records to confirm that the employer is not eligible to claim the Payroll Tax Rebate (Apprentices, Trainees and Youth Employees). In the case of a GTO, the GTO is considered the employer and therefore must not be eligible to claim the Payroll Tax Rebate (Apprentices, Trainees and Youth Employees).

Criteria 2 – Employment start date of apprentice/trainee

To meet this criteria, the apprentice/trainee start date on their training contract must not be prior to 1 July 2017.

Criteria 3 – Qualification being undertaken by apprentice/trainee.

To meet this criteria, the apprentice/trainee must be registered in a qualification that meets the aims and objectives of the subsidy.

Criteria 4: - Apprentice/Trainee must be classified as a New Worker

To meet this criteria, the Apprentice/Trainee must not be an existing worker as of the Training Contract commencement date. An existing worker is defined as a person who has been employed by the applicant employer for more than 3 months full-time or 12 months casual or part-time or a combination of both, immediately prior to the commencement date of the Training Contract.

Criteria 5: - Payment of subsidy conditions

To meet this criteria in order to receive the 6 and 12 month payment, the apprentice/trainee should be progressing through their qualification and have been engaged with their relevant training provider. The apprentice/trainee should have completed or be progressing satisfactorily in the units of training relating to their qualification. The employer should be satisfied with both the progression of the apprentice/trainee and their work performance. There should be no unresolved issues between that employer and apprentice/trainee that Skills Tasmania or the ANP are aware of.

8. Arrangements for Successful Applicants

8.1 Confirmation of successful applications

All applications will be assessed and outcomes advised in writing to the applicant.

8.2 Payments

8.2.1 Initial payment

The initial payment will be made to the employer after the apprentice/trainee has completed 6 months of their apprenticeship/traineeship and upon submission of a fully completed subsidy claim form.

8.2.2 Final payment

The final payment will be made to the employer after the apprentice/trainee has completed 12 months of their apprenticeship/traineeship, or their apprenticeship/traineeship in full, and upon submission of a fully completed subsidy claim form.

8.3 Goods and Services Tax

Payments are inclusive of GST.

8.4 Withdrawal of Program

Skills Tasmania has a responsibility to ensure the management of funds is in the best interests of the Tasmanian community. This Program may be withdrawn at any time. Any application approved for payment will be honoured.



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