



Business rules

Displaced apprentices/trainees fee-free initiative

Contracted registered training organisations

The Minister for Education and Training announced the displaced apprenticeship and traineeship initiative on 5 June 2020 to provide up to six months fee-free training for eligible displaced apprentices and trainees.

No course fees or resource fees are to be charged for eligible apprentices and trainees during the eligible training period outlined below. The Department of Training and Workforce Development (the Department) will cover the cost of the foregone fee revenue.

Eligibility of apprentices/trainees

Apprentices and trainees are eligible to access this fee-free training where:

- their training contract was terminated, cancelled or suspended between 1 March 2020 and 31 December 2020; and
- their apprenticeship or traineeship is recorded on the WA Apprenticeship Management System (WAAMS) as eligible to be publicly funded.

In some instances, apprentices or trainees may be referred to your registered training organisation (RTO) because their original RTO is not contracted by the Department. WA registered apprenticeships or traineeships undertaken through fee for service arrangements are included within the above eligibility criteria only where the student is eligible for a publicly funded apprenticeship or traineeship.

The Department's Apprenticeship Office will issue a notification to displaced apprentices and trainees, confirming their eligibility for this fee-free training. Apprenticeship Office should be contacted if further information is required regarding individual students.

Eligible training period

Apprentices and trainees terminated, cancelled or suspended between 1 March 2020 and 30 June 2020 are eligible for fee-free off-the-job training for units:

- commenced on or after 1 July 2020; and
- completed by 31 December 2020.

Students will not be eligible for retrospective course or resource fee payments to cover off-the-job training costs incurred between 1 March 2020 and 30 June 2020.

Apprentices and trainees terminated, cancelled or suspended between 1 July 2020 and 31 December 2020 will be eligible for six months fee free, off-the-job training for units:

- commencing on or after the relevant 'termination/cancellation approval date' or 'suspension effective date' recorded on WAAMS; and
- completed within six months of the relevant termination/cancellation/suspension date.

The eligible fee free training period continues to apply but does not recommence where:

- a terminated or cancelled apprentice/trainee is employed by a new employer or is re-employed by the original employer; and
- a suspended apprentice/trainee recommences with their current employer.

Eligible registered training organisations

Contracted private RTOs on the Department's apprenticeship or traineeship panel will be eligible to deliver this training where they have appropriate scope for the relevant publicly funded qualification.

Any contracted RTO on an Action Plan or under sanction by the Regulator and/or the Department may not be eligible to take on new students however could continue to train existing students.

Amount of training

For apprentices, the original training plan should be used as a guide to the amount of training that can be commenced and completed within the eligible training period. Importantly, training should not result in the apprentice being significantly in front of the schedule set out in the training plan.

Trainees may undertake training during the eligible training period at a schedule suitable to the RTO and the student. This may be at a faster pace than set out in the original training plan, and may take the student through to completion of the qualification.

Reporting of training activity

Contracted RTOs will be required to submit training linked to displaced apprentices and trainees in their monthly lodgement in accordance with the *How to guide for reporting displaced apprentices and trainees*. Units reported for eligible apprentices and trainee will be reported as follows.

Students' fee code must be reported as '**F – Fee exempt**' and a zero amount must be recorded against the course fee component of the enrolment file. The RAPT process will automatically reimburse the course fee component to RTOs for fee exempt enrolments as part of the funding calculation.

Adjustment payments for resource fees

RTOs will be required to claim payment of resource fees in accordance with the *How to Guide for claiming fee free training* and will be requested to make claims on a quarterly basis.

Adjustment payments for private RTOs will be processed in RAPT following confirmation of claim legitimacy.

Audits of resources claimed

RTOs must be able to substantiate all resource fees itemised on the claim with receipts, purchase orders, etc. and all evidence must be retained for audit purposes.

Further information

For further information regarding the status of an apprentice or trainee, please contact Apprenticeship Office on 13 19 54.

For funding or reporting related enquiries, please email training.markets@dtwd.wa.gov.au.